

Student-Family Handbook

Progressive Christian Academy
A Ministry of Progressive Church

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Table of Contents

❖ Welcome to Progressive Christian Academy		Page 2
❖ Non-Discrimination Policy		Page 3
❖ Statement of Mission		Page 3
❖ Statement of Faith		Page 4
❖ Statement of Vision		Page 5
❖ Core Values		Page 6
❖ Educational Philosophy		Page 7
❖ Educational Objectives		Page 8
❖ Student Outcomes		Page 11
❖ Family Commitment		Page 12
❖ School Organization		Page 13
❖ Parent Section		Page 14
❖ Statement of Cooperation		Page 15
❖ Admissions		Page 18
❖ Payment Policies		Page 21
❖ Daily Information		Page 23
❖ Attendance		Page 24
❖ Homework		Page 27
❖ Academic Intervention		Page 29
❖ Student Conduct		Page 30
❖ Student Discipline		Page 32
➤ Procedures for Elementary School Discipline	Page 37	
➤ Procedures for Middle School and High School Discipline	Page 41	
❖ General Policies on Discipline		Page 43
➤ The Appeal Process	Page 46	
➤ The Restoration Policy	Page 48	
❖ Office Discipline Referrals		Page 49
❖ Hall Passes		Page 49
❖ Integrity Violations		Page 49
❖ Common Areas		Page 49
❖ Uniform and Dress Code		Page 51
➤ Daily Uniform Standards for Female Students	Page 52	
➤ Daily Uniform Standards for Male Students	Page 53	
➤ Exceptions to the Daily Uniform Standards	Page 54	
❖ Substance Abuse Policy		Page 55
❖ Communication Between Home and School		Page 57
❖ Health and Medical Regulations		Page 58
❖ General Information		Page 59
❖ Academic Programs		Page 64
❖ Elementary School	Page 65	
❖ Middle School	Page 66	
❖ High School	Page 68	
❖ Academic Information		Page 73
❖ Academic Probation Policy		Page 75
❖ National Honor Society and National Junior Honor Society		Page 77
❖ Athletics		Page 80

**Welcome
to
Progressive Christian Academy**

The information contained in the pages of this handbook is very important to your child's educational, spiritual, and social success at this school. We encourage you to read it very carefully and keep it handy for regular and ready reference.

We are delighted that you have taken the opportunity to enroll your son/daughter and chosen our school for the continuing education of your child. We are convinced that all children who are enrolled at our school are here because it is part of God's plan for their lives and do not take lightly the responsibility that has been entrusted to us by you and by our Lord Jesus Christ.

The following pages present the philosophical foundation of *Progressive Christian Academy* and the various rules and regulations that make it function smoothly and orderly (I Corinthians 14:40). Please be aware that as a private school we reserve the right to change our policies at any time should such a change be warranted. We will inform you, in writing, of any such changes. In addition, we reserve the right to make an exception to a stated policy for certain circumstances.

Non-Discrimination Policy

The Progressive Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

Statement of Mission

The Mission of Progressive Christian Academy is to provide an environment of academic excellence that develops educated students, with a Biblical World-View, who are prepared to discover and save the lost, disciple the found, and deploy the saved.

Statement of Faith

We believe:

- ❖ *That the Bible in its entirety is the inspired Word of God and that it is authoritative and inerrant in its teaching in all matters;*
- ❖ *In the Divinity of the Father, the Son and the Holy Spirit, who are eternally present as one God existing in three persons;*
- ❖ *That Jesus is the only begotten Son of the Father; that He was conceived of the Holy Spirit and born of the virgin Mary; that He was crucified, died and buried; that He rose on the third day according to the Scriptures, and is now seated in the heavenly realms at the right hand of the Father, where He lives to make intercession for the Saints;*
- ❖ *That all have sinned and come short of the glory of God and thereby deserve death and hell; that God commands all people everywhere to repent and be converted for the forgiveness of sins;*
- ❖ *That eternal life is a gift from God to all who receive Jesus Christ as Savior and Lord;*
- ❖ *That holiness is God's standard for living for His people; for without holiness no man will see God;*
- ❖ *In the baptism with the Holy Spirit to empower Saints for the work of ministry;*
- ❖ *That divine healing is provided for all in atonement;*
- ❖ *That as an act of obedience, all believers be water baptized by immersion in the Name of the Father and of the Son and of the Holy Spirit, in the Name of the Lord Jesus Christ;*
- ❖ *In the bodily resurrection, eternal life for the righteous and eternal punishment for the wicked;*
- ❖ *In the priesthood of the believer.*

Statement of Vision

Our vision is to strengthen and develop Progressive Christian Academy as a distinctive, innovative, and comprehensive K-12 Christian school. PCA is dedicated to preparing young people for college entrance, the workforce, and other various callings in the service of Jesus Christ and the Kingdom of God.

1. The school is a partner with the church and the Christian home in developing the lives of students. The school intends to be an extension of the home and a responsive listener to it. The school will work in a cooperative manner with local churches, respecting various doctrinal and lifestyle differences within the evangelical community.
2. The school will select faculty, staff and administrators who possess the highest levels of godly character and professional preparation.
3. The school will strive to produce, as the Holy Spirit enables, students who choose a personal relationship with Jesus Christ, desire godly character, think and act Biblically and achieve levels of excellence in curricular and extra curricular programs.
4. The school will be focused academically on providing a strong college preparatory program.
5. Students will be challenged to work to their fullest potential. Therefore, the curriculum will include gifted programs, honors courses, learning disability services, and resource rooms.
6. The school is committed to a well-rounded education and will offer strong programs in art, music, drama and interscholastic athletics.
7. The school will encourage the development of career stewardship through specific programs and counseling services.
8. The school community will be characterized by denomination, racial, and socioeconomic diversity.
9. The school will provide ministries that bring a Christian view of life and service to the non-Christian community. We seek to be an involved participant in the local geographical and international community.
10. The school will use its leadership position in the Christian community to support the development of quality Christian school education in the Washington area, the nation and the world. We will seek to be a model in policies, programs, personnel, facilities and organization.
11. The school will keep the cost of Christian education as reasonable as possible so that it will be an option for all Christian families. This will be achieved through careful stewardship of resources, effective development efforts, and a strong financial aid program.
12. PCA is committed to operating a school that maintains and promotes the Biblical Christian culture.

Core Values

Progressive Christian Academy affirms the following core values:

1. The Scripture is recognized as the revealed Word of God and is taught as truth.
2. A rigorous process of integration of faith and learning in all academic disciplines is maintained.
3. The teaching of Bible as a core subject is essential to the academic curriculum.
4. The Biblical integration of every planned learning experience is crucial to effective Christian schooling.
5. Parents have the primary responsibility for the education of their children; the school serves the Christian home.
6. The opportunity for Christian schooling should be accessible to Christian families as a means of evangelizing, nurturing, and discipling students for a life of service to God and society.
7. Students should learn how to process information and think in the context of a Biblical World-view.
8. A Christian administration and faculty model Christ in teaching and leading.
9. High academic standards are maintained and monitored via internal and external evaluation.
10. The curriculum and other programs are highly innovative.
11. The school community exhibits love, justice, humility and service among the members of the school board, administration, faculty, students, parents, and the larger community served by the school.
12. Organizational practices are thoroughly Christian: business, development, marketing, personnel, and government relations.
13. Involvement in a plan of consistent evaluation and assessment for continuous improvement are necessary.
14. The teaching and learning processes reflect Christ-like sensitivity and relevance to a diverse school community.
15. The ministry of Christian schooling can best be accomplished through cooperation with other appropriate individuals, agencies and organizations in providing programs, materials and services.

Educational Philosophy

1 Corinthians 8:6

“But to us there is but one God, the Father, of whom are all things, and we in Him; and one Lord Jesus Christ, by whom are all things, and we by Him”.

Colossians 1:16-17

“For by Him were all things created, that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by Him and for Him.”

The educational process is dependent on the institution's philosophy of education. A Christian philosophy of education provides PCA with a Biblical viewpoint for teaching all subject areas and establishing appropriate behaviors and attitudes in school activities.

PCA believes that the following concepts are foundational to a Christian philosophy of education.

1. God is the creator and sustainer of all things.
2. God is truth and the source of all truth.
3. God maintains control over His universe.
4. True meanings and values can be determined only in the light of God's person, purpose and work.
5. Since all truth comes from God the Father, His son Jesus Christ and the Holy Spirit, they must be at the center of all education.
6. God has given to parents the responsibility for educating their children and the Christian school continues to augment the training begun in the Christian home. The family, the church and the Christian school are to be complementary in educating the student for a life of fellowship with God and service to man.
7. A Christian climate of love, understanding, and respect between student and teacher will develop a student's self-esteem through an appreciation of their infinite value to God.
8. Students should be provided an educational program that emphasizes basic academic skills and an appreciation of the arts to enhance the development of God-given abilities.
9. Students learn best by active participation in the learning process.
10. Moral standards and a value system based on the Bible best prepare a student for fulfilling personal responsibilities in our society.

Educational Objectives

Progressive Christian Academy seeks to develop each child's true potential by accomplishing the through following objectives that tap into the following dimensions of man:

Spiritual

PCA is committed to teaching the Bible as the authoritative and infallible foundation for all life. Students are encouraged throughout their school years to embrace this truth and to live the new life in Christ under the guidance and power of the Holy Spirit. The school desires to have students serve in all areas of life as the "salt and light" of the world, and bring glory to God in all that they do.

Specific

- A. To teach that God is the creator and sustainer of the universe and man.
- B. To teach that the Lord Jesus is the Son of God who came to earth to die for our sins.
- C. To teach that the Bible is the only Word of God which is authoritative, practical and important.
- D. To teach the necessity of being born again by receiving Christ personally.
- E. To teach the importance of living according to the Holy Spirit's direction.
- F. To teach that growth in the Christian life depends upon fellowship with God through prayer, studying the Bible and service to mankind.
- G. To teach the importance of world missions.

Academic

To teach with excellence, all subjects from the viewpoint of God's revealed truth and to develop in students a love for learning which fully challenges their God-given abilities. PCA seeks to create in students Christian minds, which develop convictions and perspectives that influence life and culture for Jesus Christ.

Specific

- A. To integrate subjects and activities with the Bible's teachings.
- B. To teach the application of Biblical ethics and standards of morality to every part of life.
- C. To teach the student to think for himself, standing up for his personal convictions in the face of disagreement.
- D. To instill a desire for excellence in the academic disciplines and the skills required for higher education for future employment.
- E. To provide appropriate instruction to meet the special needs of students who are either gifted or learning disabled.

Social

To teach that God has created man for fellowship with Himself and others. The school seeks to help students develop a relationship with God, which results in respectful and loving concern for family members, teachers, and all others in society. The school regards the teaching of communication skills as a vital part of its responsibility to prepare students for life. The school teaches that students are members of the Kingdom of God and the community of men. Both memberships carry responsibilities and blessings.

Specific

- A. To teach students how to relate to people who hold differing views.
- B. To teach the sanctity and importance of marriage and the family.
- C. To teach the student effective communication skills.
- D. To teach our American heritage and the problems facing our country and our world.
- E. To confront the student with his obligation to be a responsible and contributing citizen of the United States, the world community and God's kingdom.

Personal

To teach students to assess their strengths and weaknesses, to develop good study habits and solid character traits that will cause them to handle responsibilities properly, and to display consistent Christian maturity.

Specific

- A. To teach the student to apply himself to his studies, activities, and responsibilities.
- B. To teach the student to work independently and with others.
- C. To assist each student to develop solid character traits consistent with the Word of God.

Physical

To teach students that their bodies are the temples of God's Spirit and that they have a responsibility to treat their bodies with great respect. The school warns students about practices that are harmful to their bodies or dangerous to the lives of others. The school teaches a high view of the sanctity and dignity of human life.

Specific

- A. To promote physical fitness and the appreciation of the body as the temple of God.
- B. To provide extra-curricular athletic opportunities for the highest development of physical skills
- C. To develop in students godly attitudes towards serious social and health problems that have detrimental effects on physical and spiritual life.

Aesthetic

To teach students that God is the author of creative expression. This creativity has resulted in a world filled with beauty to be enjoyed through the senses. As the image-bearers of God, students are viewed as creative people who through exposure to the arts come to appreciate all that is excellent and to create in their own culture aesthetic contributions, which bring glory to God.

Specific

- A. To develop creative skills of students through opportunities to participate in the arts.
- B. To give students an exposure to the arts.

Emotional

To teach students that God has created emotions to enhance the richness of life and reality of faith in Christ. The school will guide students in the proper use of their emotions so that God is always glorified in their emotional lives.

Specific

- A. To encourage the expression of prayer, praise, thanksgiving and joy in daily life and worship.
- B. To teach students that our emotional response to God and His gifts is not only encouraged but required by God.
- C. To provide opportunities for students to express and evaluate their emotional responses in all of life's situations.

Student Outcomes

The following outcomes have been established for students who attend and will graduate from PCA. They define and clarify the school's mission statement and provide a basis for evaluating how well the school is doing in fulfilling its mission.

In order to successfully fulfill its mission, PCA seeks to graduate students who:

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have knowledge and understanding of people, events, and movements in history and the cultures of other people and places.
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the "alien" (stranger).
6. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
7. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
8. Are committed to life-long learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of all humanity as created in the image of God.
11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand and apply God's word in daily life.
14. Possess apologetic skills to defend their faith.
15. Exhibit the fruits of the Spirit in their everyday lives.
16. Treat their bodies as temples of the Holy Spirit.
17. Are actively involved in a church community, serving God and others.
18. Understand, value and engage in appropriate social (community) and civic (political) activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open and honest exchange of ideas).
21. Respect and relate appropriately with integrity to the people with whom they work, live, and play.
22. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
23. Are prepared to practice the principles of healthy and moral family living.
24. Are good stewards of their finances, time (including discretionary time), and all other resources.
25. Understand that work has dignity as an expression of the nature of God.

Family Commitment

Progressive Christian Academy's role is to provide an educational environment that is helpful in molding students to be Christ like. Periodically, the atmosphere or conduct within a particular home may run counter to the Biblical lifestyle that the school teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, or inability to support the moral principles and discipline policies of the school. PCA reserves the right, in such cases to refuse admission of an applicant or to discontinue enrollment of a student.

For children in grades K3-12, whose families are committed to personal faith in the Lord Jesus Christ and to a Christian world and life view, Progressive Christian Academy is designed to provide a Christian education based on the authoritative and inerrant Word of God.

Families joining our school fellowship agree to:

1. Earnestly pray for PCA.
2. Cooperate with the school board, faculty and other parents so that the effort of this school to fulfill its responsibilities to the Word of God and to the school's mission might be successful.
3. Pay all financial obligations to the school on or before the due date. If unable to meet these obligations, business office personnel will be advised in advance, provided reasonable explanation for the delay, and an indication when payment will be made.
4. Undertake volunteer duties and responsibilities as opportunities arise.
5. Recommend PCA to other Christian families.
6. Regularly attend parent meetings and school functions.
7. Seek to resolve matters with which they are dissatisfied in a way that does not spread criticism or hold a negative attitude.
8. Support the advancement of PCA spiritually, academically and physically.
9. Faithfully take my children to church services and will participate in church activities.

This commitment will be signed by parents and submitted with their application for admission.

School Organization

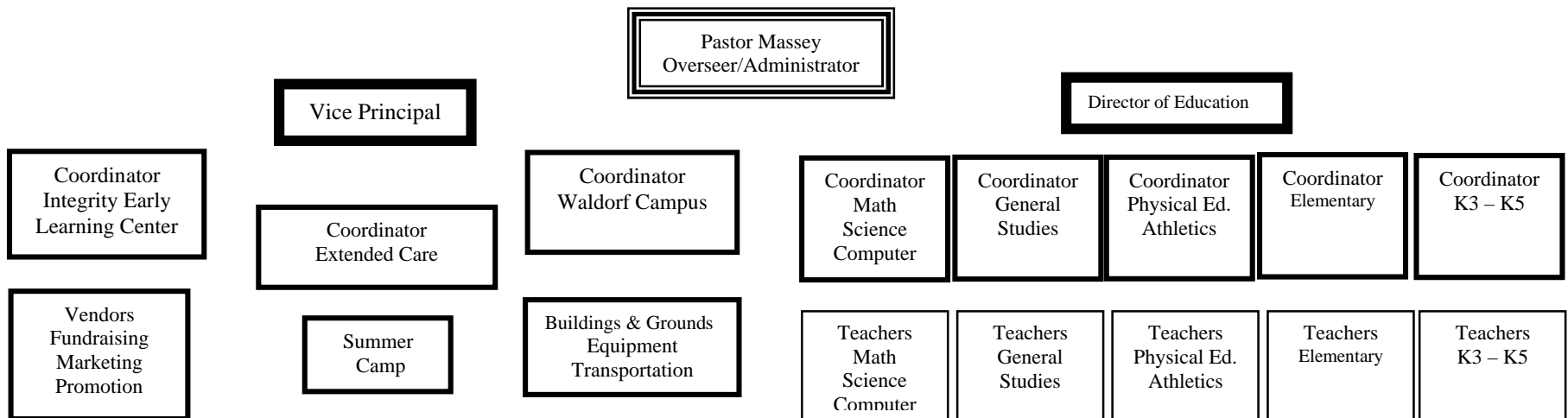
Progressive Christian Academy functions as a ministry of the Progressive Church of Camp Springs, Maryland. Under the corporation laws of the State of Maryland, PCA is classified as a church-run school under the named ministry. A Board of Trustees provides oversight in the areas of policy and strategic planning, and delegates the day-to-day operations of the school through the School Administrator. PCA is organized to effectively fulfill the mission of the school.

Organizational Structure

The Overseer, School Administrator, Vice Principal, Academic Advisor, and Director of Operations, make up the leadership team that runs Progressive Christian Academy’s educational program.

The School Administrator along with all department leaders form an administrative team that implements the school's academic and extra-curricular programs, and provides necessary services to students and parents.

Progressive Christian Academy Organizational Chart



Parent Section

A significant strength of our school is that parent volunteers perform many services. We rely on parents to assist our teachers in the classrooms, to work in the library, offices, health room, and maintenance department, and also to assist our athletic coaches. We are grateful for all that is accomplished through volunteering parents.

All Parents/Family Volunteers who contribute on a regular basis are required to fill out a Volunteer Application and go through the fingerprinting and criminal background check processes.

The Bible teaches that parents should "train up" their children and we believe parental involvement in the education of the students helps to fulfill this command. Also, research has shown children perform at a higher level when parents are actively involved in their education.

What Parents Can Do To Help Their Children:

1. Actively support the school
2. Show affection to your children
3. Show an interest in what your children are learning in school
4. Keep the right attitude
5. Discipline with love
6. Check your children's homework
7. Check your children's backpacks

Parent Association

Progressive Christian Academy's Parent-Teacher-Fellowship (**PTF**) is a non-profit organization made up of parents and guardians of students who attend PCA. The PTF serves as a parent support organization for the school, a support system for the students, and a vehicle to develop well-rounded children. Its purpose is to strengthen the partnership between the school, parents, and student.

The Purpose of the Organization is:

- To promote salvation through Jesus Christ, to encourage spiritual growth and discipleship among the students and families of PCA, and to pray faithfully for their individual and collective needs.
- To promote fellowship among the students, families, faculty, and administration of PCA.
- To support PCA with a servant spirit, applying ones talents, and utilizing resources to assist in programs and activities which are designed to further the spiritual and academic development of the students.
- To provide financial support for PCA for expenses that are not covered by tuition and fees.
- To stimulate an interest in PCA among other parents in the community.

Statement of Cooperation

The following *Statement of Cooperation* is to be signed by the student and both parents/guardians. It is a legally binding agreement and contract between Progressive Christian Academy (PCA) and the parents/guardians. This agreement is to be signed only after you have carefully read the *Family Handbook*, as well as the items in this statement. Your signature on this document indicates that you have read and understood your responsibilities and that you are willing to abide by them.

I understand that:

1. Progressive Christian Academy (PCA) is a teaching and outreach ministry of Progressive Church. Consequently, the over-reaching mission and vision of the Academy is similar to that of the Church: to provide a Christ-centered, educational environment that develops students who will discover and save the lost, disciple the found, and deploy the saved.
2. As a Christian educational institution, PCA is committed to making Disciples for the Lord Jesus Christ and to present to God a peculiar and holy people who are committed to living according to His Word.
3. PCA will instruct my child in the whole counsel of God. The Academy will instruct my child on what God says about knowledge and instruction, salvation, soul-winning, discipline, family, life's purpose, praise and worship, the gifts of the Spirit, dance, victory, missions, sexual immorality, fornication, abortion, homosexuality, adultery, prayer, tithing, etc.
4. The school is right to expect that my child's conduct is to be in line with the teachings in God's Word.
5. My attendance and participation in PTFS Meetings, PCA Family Worship Day, presentations, programs, etc. is expected as part of my commitment to support my child's education experience.
6. The PCA administration has full responsibility and discretion in placing my child in the proper grade.
7. PCA is the final authority for all matters of dress and grooming and I agree to help PCA enforce its dress code by sending my child to school dressed and groomed accordingly.
8. I am granting permission for my child to take part in all school activities, including school sponsored trips away from the school campus. I absolve the school of any liability in the event that my child is injured at school or during any school sponsored activities.
9. Repeated tardiness is contradictory to the discipline of a Disciple of the Lord Jesus Christ and therefore, will not be tolerated at PCA. I hereby commit to having my child at school by 7:50 am and I further commit to abide by the Academy's policy on tardiness.

10. If my child is responsible for damage to school property or that of others I will be required to cover the cost of replacement and/or repair, including the cost of labor and materials.
11. If I become dissatisfied with PCA in any respect, I will go directly to the Administrator and seek to resolve the matter without delay or hesitation. If the matter is not resolved to my satisfaction, I agree to quietly withdraw my child from PCA.
12. If for any reason my child does not respond favorably to PCA, I will not try to change PCA to fit my child's perceived needs; I pledge rather to try to help modify his/her behavior, and if this fails, I will withdraw my child quietly and without delay.
13. That the equivalent of one marking period is probationary for my child. Unacceptable behavior on the part of my child, or falsification of any information in this application, may result in the expulsion of my child from PCA.
14. I am pledging my financial cooperation by making my tuition payments on time. If I am ever unable to pay on time, I will notify the office, giving a reasonable explanation for the delay; and I pledge to abide by the financial policies as stated by PCA. I fully understand that failure to abide by these commitments will result in the suspension of my child from PCA, and that tuition will continue to be charged as long as my child actively registered
15. Tuition is an annual fee, and that no part will be refunded in case of a student's early withdrawal without good cause, as determined by PCA administration. "Good Cause" includes moving out of the area, severe illness, and the like. We further acknowledge that the below-signed party/parties is responsible for any additional fees incurred by PCA in the collection of unpaid tuition and fees.
16. Since tuition and fees do not cover the complete cost of a private education, we recognize that our participation is needed in volunteer services, special financial projects, offerings, and fundraising events from time to time.
17. Should we take legal action against PCA, or an agent, due to the injury or alleged injury of my student, and neither the school nor its agents are found at fault, then we will pay any attorney fees, court costs, or other costs that PCA or its agents incur to defend itself against such action.
18. We give the teachers and Administration full discretion in the discipline of our child. Such discipline may include suspension, detention, counseling sessions, parent conferences, or expulsion. Detentions may be used for various offenses, and transportation and personal schedule changes will be our responsibility. We understand that PCA pledges to abide by the discipline procedures that are listed in the Family Handbook.

19. My child may be suspended or expelled from PCA if their conduct is characterized by actions, practices, and habits, which are contradictory to the Word of God and diminishes the witness of PCA.
20. Full cooperation between PCA and parents is a necessity. We agree to loyally support the teachers and Administration at PCA in accomplishing the aims and ideals set forth in the Family Handbook. The school is committed to reinforcing parental authority and the standards of Christian convictions of the home. Without this mutual respect, it is difficult for the student to develop a healthy attitude toward the primary authorities in his life. Complaints and suggestions will be reported through the proper channels using the following sequence: Teacher, Coordinator, Vice Principal, Administrator and/or Overseer.
21. This Statement of Cooperation is in effect for as long as our student is enrolled at PCA.
22. I have carefully read the Family Handbook, and this Statement of Cooperation, and will cooperate with Progressive Christian Academy by having my student(s) abide by the school's standards.

This agreement will be signed by parents and submitted with their application for admission.

Admissions

Christian education involves the whole person; it is desirable that all elements, which bear on the education of a student, properly reinforce one another. PCA exists to educate children of Christian parents; therefore, it is important that Christian families and the local church support us. The school's purpose is not to replace the training of the home and the church, but rather to complement them. This means that all three should be in Biblical agreement regarding the education of the child. Therefore, it is necessary that all parents agree with the mission, philosophy, and educational goals of the school.

The following admission policy has been adopted to assure consistent standards of admission in agreement with the school's philosophy, educational goals and mission:

1. In order to fulfill the purpose for the school's existence, priority is given to Christian students from Christian homes, provided they meet the school's admissions requirements. If space is available, students from non-Christian homes may be admitted. Their parents must wholeheartedly support the educational philosophy, goals, and policies and procedures of PCA.
2. The parents must agree by signature that:
 - a) The school has full discretion in the discipline of their child within the boundaries of the school's discipline policy.
 - b) The school has full discretion for the grade placement of their child.
 - c) They will meet all tuition and other financial obligations.
 - d) They will willingly support the school in prayer and in lending practical help.
3. School personnel will interview parents and students. Except in unusual circumstances, both parents will be interviewed, as will their children.
4. PCA reserves the right to review all previous records and other professional records deemed necessary. Entrance testing is required of all students new to the school. The results will be used to reach a decision on admission and class placement. Primary areas of testing include reading comprehension, grammar, mechanics, usage, and mathematics computation. For regular acceptance, students must score in the 70th percentile or above. Probationary acceptance will be granted to students whose scores fall between the 50th and 60th percentiles. Stanford Achievement, Maryland School Assessment, and Iowa Test scores from another school will be considered if the tests were administered within the past school year and the results fall within the school's acceptance range.
5. Each applicant entering school for the first time in pre-school to ninth grade must have a valid immunization record and a physical examination signed by a physician. Students in grades K3 through first must have a lead screening before the first day of school. Students participating in athletics are required to have a physical prior to their participation.

6. Transfer students, in grades 6-12 shall be given full credit for courses that meet PCA credit requirements. Credits from other schools will only be granted for grades of "C-" (70%) or higher.
7. No students who are married, single parents, pregnant, or who are the cause of a pregnancy, will knowingly be admitted.
8. A new student application is to be completed for each student and submitted with the non-refundable application fee so that the admissions process can begin.
9. Prospective K3, K4, and K5 students must be the appropriate age by September 1. First graders must be six (6) years old by September 30. Proof of student age will be determined through the presentation of by an official birth certificate during the application process.
10. Once the re-enrollment process begins, the only way you can be assured of a place for your child for the following year is to register during the re-enrollment period. Following this, enrollment will be opened to the public.
11. Once classes in a specific grade are filled, a waiting pool will be created. Consideration for enrollment will be based on the following factors: acceptance of a sibling into a grade that does not have a waiting pool, report cards, recommendation letters from the previous school, and standardized test scores.
12. When teachers and staff at PCA apply for admission of their first child, they will be considered to be a school family and have the same priority accorded a school family.
13. The Administration may refuse to admit a student with a negative discipline history, severe psychological problems, a diagnosed learning disability, severe handicaps and/or an unsatisfactory academic record. Students who were expelled or dismissed from another school during the current or previous school year will not be admitted.
14. A student's name will be placed on a class list only after the application process is completed, including the payment of all applicable fees.
15. All students in grades 6-12 will annually sign a *Student Code of Conduct*.

Applying to PCA

Applications are accepted for the current school year up to the beginning of the second semester. New student applications, for the following school year, may be submitted anytime after the process begins and they will be held until February 1 in the order they were received. At that time students will be placed on the appropriate class/grade roster. The following is the procedure for admitting students to PCA:

- Complete the application form.
- Attach the application fee. **Application fees are nonrefundable and nontransferable.**
- Include a copy of the student's birth certificate for students in K3-1st grade.
- Include a copy of the student's most recent report card and standardized test results.
- Include your Pastor's recommendation.
- Sign and date the *Parents' Pledge of Cooperation*.
- Return this information to: Office of the Registrar, Progressive Christian Academy, 5408 Brinkley Road, Camp Springs, MD 20748.

Once you have submitted a completed application package, you will be contacted regarding the next step in the process. Applicants being considered for acceptance will have an entrance test with the Registrar and a family interview with the Vice Principal.

Acceptance

Families will be notified by mail of their child's acceptance or non-acceptance to PCA. The student's medical history, including a record of immunization, and emergency contact information are to be received by the school within two (2) weeks of an acceptance notification and prior to the first day of school.

PCA reserves the right to refuse admittance to students whose needs are beyond the capabilities of our staff and facilities. All students are accepted on probation for the equivalent of one grading period. Parents will be notified in writing if any problems arise during this probationary period that could jeopardize a student's continued enrollment. An up-to-date official transcript from the student's prior school must be received before the student can attend classes.

Re-Registration Process

Re-registration for returning students will begin no later than March 1 and the school office will send re-registration packets home with each student. Returning families, who do not re-register their students before April 1, will pay the same fees charged new families.

Payment Policies

All tuition and fees for the new school year are due by July 1. There may be a discount for paying all of the tuition by July 1. This will be clearly announced if this is the case. Families needing to pay monthly will make their payments starting July 5th or 20th, and continue on the 5th or 20th of each month. Accounts that are not current on the first day of the month will be considered overdue. Any account not current on the sixth or twenty-first day of the month will be assessed a late payment fee.

For any child not enrolled in the FACTS Tuition Management Program a monthly administrative fee of \$100.00 will be assessed.

Final report cards will not be issued, nor transcripts forwarded, for any student whose account is delinquent. In order for seniors to participate in graduation, their accounts must be paid in full.

To cover bank fees and additional bookkeeping costs, any check returned to PCA for any reason will result in a charge of thirty-five dollars (\$35) per item to the account of the check writer. Following non-sufficient funds charges, account holders will be required to pay future fees via cash or money order.

For payment of regular tuition one of the following payment plans must be chosen:

1. Full tuition - payable on or before July 1.
2. Half of the total tuition payable on July 1 and the balance due January 1 through FACTS.
3. Quarterly tuition payments-the payments are due the first day of July, Oct., Jan., and April through FACTS.
4. We also offer a 12, 11, or 10 months payment plan. A family choosing one of these plans must participate in the tuition management program managed by the school and pay the annual service fee of \$38 through FACTS.

Suspension of Families for Non-Payment

Although PCA is a Christian ministry, it operates as a business. Therefore, timely tuition and fee payments are expected. There are many expenses associated with the operating of a school including building costs and maintenance, staff payroll, books and supplies, etc. When families do not make their payments in a timely manner, it puts undue stress on the budget and those responsible for paying the bills. Below is the sequence that will be used by the school for families whose accounts are behind:

1. When a family is one month behind in tuition payments, they will be notified by Accounts Receivable that the status of their child(ren) at PCA is in jeopardy.
2. Once a family's account is 1 1/2 months in arrears, the child(ren) will be suspended from classes until payment is made in full by cash, cashier's check or money order. The affected child(ren) may continue their schoolwork at home for a brief period.

3. If the account is not brought up to date within two weeks of the suspension, the child(ren) will be removed from the rolls and the vacancy will become available to those in the waiting pool or the general public if there is no waiting pool in that grade.
4. Official records will not be released to the new school until all fees are paid in full.

Transfers and Withdrawals

- A. Registered students withdrawing from school between July 1 and the beginning of the school year will pay a penalty of one (1) month of tuition (1/10 of the annual tuition before discounts).
- B. All application and testing fees are non-refundable.
- C. Academic/Activity fees are refundable if the withdrawal is before the first day of school and the family is moving out of the area.
- D. There is **No Refund** for sickness, vacations, holidays, inclement weather, and the like.

Daily Information

SCHOOL HOURS

6:00 – 7:45am - Before Care for grades K3 – 12. (A fee is charged for this service.)

Students not registered for Before Care may not enter the building before 7:45 a.m.

7:35 - 7:45am	Faculty devotions
7:45 - 7:55am	Classrooms are open and students prepare for homeroom
7:55 - 7:59am	Homeroom activities
8:00am	Classes begin
2:45pm	Pre-Kindergarten and Kindergarten Dismissal
3:00pm	Elementary Dismissal
3:15pm	Middle School and High School Dismissal
3:30 - 6:30pm	After Care for grades K3 – 12. (Fee based service. Late fee of \$1.00 per minute after 6:30pm.)

Campus Safety

PCA is a CLOSED CAMPUS. Parents and relatives of students are not permitted in school halls between 8:00am and 3:00pm without first receiving permission and a visitor's pass from the Receptionist. Parents that want to visit a classroom to observe their child will need to receive permission from the Vice Principal no later than the day before the visit.

Those picking up students after 3:30pm must come into the school, with a valid photo ID. Once the ID has been checked and the individual's name located on the approved pick-up list, children will be retrieved from their assigned location or called via the PA. After 3:30pm all parking lots will be off limits to students unless a student is involved in an approved supervised after-school activity. Students may not use the parking lots for bike riding, roller blading, and the like.

Inclement Weather Policies

Policy Concerning the Regular School Day:

When weather conditions result in school being closed, PCA will follow the procedures announced by Prince George's County Board of Education. The school does not normally close for excessive heat when the county does. Dismissals during the school day for emergencies will be announced via radio and on our website. Please listen for announcements about closings in Prince George's County on local TV and radio stations.

Inclement Weather Policy for Before and After Care:

Extended Care will be closed during inclement weather when both Prince George's County Schools and the Federal Government are closed. When school is closed, and the Federal Government is open on the day in question, Before Care will be provided starting at 8:30am. If there is a one or two hour delayed opening for school, Before Care will begin at 7:30am.

When school closes several hours early because of weather conditions, After Care will close at 3:00 p.m. Furthermore, if weather conditions worsen any day that After Care is in session, the Extended Care Coordinator has the option of calling parents to pick up their children to enable them and the staff to travel home before road conditions deteriorate further.

Attendance

Regular attendance is one of the keys to successful academic achievement. Therefore, perfect attendance is strongly encouraged. The school **strongly discourages** the taking of extra days before or after a scheduled vacation and any time while school is in session, including before or during examinations periods.

Parents should make every effort to have their children in school by 7:55 a.m. each morning. Being on time to school insures the orderly start of each day. The benefits of being prompt are many including maximizing the time allotted for learning, and listening to scriptures and important school announcements.

When arriving late, after 8:00 am, students should report directly to the Receptionist. A pass will be issued allowing the student to enter class. Teachers will not admit a student, who is late, to homeroom or class without an office pass from the Receptionist or the Main Office. It is the parent's responsibility to write a note if the tardy is excused under the guidelines listed in this handbook. If the excuse does not fall within the guidelines or the parent does not write a note, the tardy will be marked unexcused.

Absences

1. If your child will be absent due to illness or any other unexpected circumstance, please call the school before 9:00 a.m. the morning of the absence.
2. A student that has a dentist or doctor appointment during the day must bring a note to the Main Office and obtain an early dismissal and/or release form. A student is responsible for any class work missed and for getting all homework assignments prior to and following the absence.
3. If a student comes to school during the school day or leaves before the end of the day, he/she must check in/out through the Main Office. Before leaving school, the parent coming for the student must sign the student out in the sign-out book in the reception area.
4. Make-up work for Elementary, Middle and High School students may be requested for students who have had excused absences for two or more days. Contact needs to be made with the Main Office as early in the day as possible in order to get the assignments that are to be picked up on the following day.
5. As a general rule, students have one day for each day of an excused absence to make up work missed.
6. A student involved in any co-curricular or extra-curricular activity must be in attendance at least a half-day, which is classified as 3 ½ hours, in order to participate in that day's activity. Exceptions may be made for the "excused absences" listed below.
7. In order to make up schoolwork for credit, a student, upon returning to school, must give his/her homeroom teacher a written excuse, which is signed by the parents and states the reason for his/her absence.

Excused Absences

The following qualify as excused absences:

1. Sickness
2. Death in the immediate family
3. Dentist, doctor, or other health appointment
4. Court Summons
5. Family emergency - must be specified in a note to determine if it qualifies
6. Inclement weather – determined by school administration if it qualifies
7. Other emergency or set of circumstances which, in the judgment of the Administrator or his designee, constitutes a good and sufficient cause for absence from school
 - a) Five days will be allowed (no more than three consecutive) for travel with parents for college visits by juniors and seniors and church and para-church related activities, provided that the student is in good academic standing (no grades below a 70%).
 - b) If an absence is needed, but is not covered in the above list, parents must discuss the nature and length of the absence with the Vice Principal, two days prior to the trip. A week in advance is preferable to obtain all necessary assignments.
 - c) If prior approval has not been obtained, the absence will be considered unexcused and will have a penalty of one point deducted per class per day at the end of the quarter.
 - d) Students are expected to request, in advance, make-up work for a planned absence.
 - e) Consideration for approval will be based on the nature of the request and the current academic standing of the student.

Make-up work for absences is the responsibility of the student and their parents.

Unexcused Absences

An unexcused absence is being absent from school for reasons other than those stated above. A student's absence is also unexcused when it is without the knowledge and/or consent of the parent(s) or their guardian(s). Unexcused absences also include skipped classes. Excuses not determined acceptable by the administration will be considered unexcused. Schoolwork missed due to unexcused absences and truancy may be made up for credit with penalty. For example, a grade of "0" will be given for missed class work and homework although the student is responsible for understanding the content. Credit will be given for long-term projects with a reduction in grade of ten percent (10%) for each day of unexcused absence and twenty-five percent (25%) reduction in grade for tests.

Elementary Absence Policy

If an elementary student is absent twenty (20) days during the year, including absences due to tardies, the school may either retain or not allow the student to return the following year. A student who achieves passing grades will be promoted if the parents withdraw and place their child in another school. Absences due to extenuating circumstances, such as extended illness, will not apply if the parents keep in constant communication with appropriate school personnel and provide the school with necessary medical documentation.

Elementary Tardy Policy

An elementary student, who has a total of forty (40) tardies to school (excused and unexcused), may not be permitted to return to PCA. Students will be counted as on time if they are in their classrooms by 8:00 am each day.

Secondary Absent Policy

If a student misses ten (10) or more days during the semester, credit **may not** be issued for that class unless unusual circumstances warrant an exception by the Administrator. The number of absences allowed includes all absences from school – excused and unexcused.

SECONDARY TARDY POLICY

Students are expected to arrive on time for homeroom (7:55am). Admittance to school/class for students arriving after this time is only with a "pass" from the Receptionist. Parent verification is required.

Excused Tardies

1. Medical appointments
2. Vehicle problems, breakdowns, accidents, etc.
3. Inclement weather – as determined by Administration
4. Other excuses determined acceptable by the Administration.

Unexcused Tardies

To School:

Oversleeping, heavy traffic, and other excuses determined not acceptable by the Administration are considered unexcused. When a student receives four (4) unexcused tardies to school, he/she will receive an after-school detention. This detention will not be served unless the student accumulates an additional four (4) unexcused tardies for which an additional after-school detention is issued. Following this, both detentions will be served on consecutive school days.

During School:

Failure to be present in the classroom at the sound of the bell or by the designated time to begin class constitutes being tardy to class. Students in the Middle School and High School will receive an after-school detention when they receive their third "tardy" to class.

Early Dismissals

Students leaving early must provide the Main Office with a written dated and signed notice from their parent/guardian specifying the reason for early departure. Acceptable reasons include medical/dental appointments and others deemed appropriate by the Administration. This notice is to be presented in the Receptionist before the school day begins. Students with an early dismissal are to be picked up by the child's parent or legal guardian. The parent/legal guardian needs to sign the child out in the Reception area. In order for a child to be picked up by a person other than the child's parent or legal guardian, the school must have the granting of permission for such person in writing and signed by the person that has legal responsibility for the student.

Since **PCA is a CLOSED CAMPUS**, during the school day, students are not permitted to leave campus once they arrive. This includes lunch and after school when they are on campus under the supervision of school personnel.

Homework

Homework is a method of instruction to be done in an independent setting, unless directed otherwise by the teacher, and is given as an extension of classroom lessons to help reinforce and augment the content that is taught. Homework is equally essential in developing such character traits as personal initiative, self-discipline, faithfulness to a task, and a responsible work ethic. Homework provides short-term accountability in order to establish and reinforce positive character development in the students.

The following is a guide for determining the amount of time, on average, a student should be spending on homework per day:

- Elementary School (grades 1-5) – ten minutes times the grade number
- Middle School (grade 6) - 1 to 1¼ hours
- Middle School (grade 7) - 1¼ to 1½ hours
- Middle School (grade 8) - 1½ to 2 hours
- High School (grades 9-12) - 2 to 3 hours

The time required for students to complete daily assignments varies according to each student's ability. At the beginning of each year, faculty will determine the amount of time students spend on their homework and adjust assignments accordingly. Students taking weighted courses, when they are available, will need to spend more time on homework than the above guideline would indicate. Homework is assigned in consideration of the grade level of the student. Secondary level students should expect a varying amount of homework for each subject. Specific amounts of time spent in completing assignments will vary with a student's acquaintance with and mastery of subject matter.

Weeknights should be reserved for homework, family activities and church-sponsored experiences. These are not mutually exclusive. Increasingly, more secondary school students have after-school jobs. Parents and school personnel need to help students organize and prioritize their time commitments so that the excellence of a substantial high school experience may be achieved.

As a matter of practice, faculty members give assignments with ample time to complete them. For work assigned the day a student is absent, one day for each day absent will be granted to make up the work. Students are expected to contact responsible students for missed assignments. Upon parental request, Main Office personnel are available to collect assignments for students.

In order to receive full credit, elementary students must turn in all class assignments on, or before, the due date. Late projects and papers will be penalized **15** points for the first day late and **25** points for the second day late. The student will miss recess on the 2nd day to make-up the missed homework. **A zero (0)** will be issued after the second day that an assignment is late.

In order to receive full credit, students in grades 6-12 must turn in all class assignments on, or before, the due date. In **Middle School**, late projects and papers will be penalized **25** points for the first day late and **50** points for the second day late. A zero (0) will be issued after the second day that an assignment is late.

Teachers in grades 9-11 have the option of accepting work one day late with a 50-point deduction and a zero after the first day late. Twelfth (12th) grade teachers may refuse to accept any late work.

Homework that is turned in late due to an excused absence will be collected and given credit. When the student has been absent, the student and their parents should expect that it might be necessary to spend extra time on homework.

Parents will be notified when a student is not regularly completing his/her assignments. ***Individual teachers may assign academic interventions when the student fails to turn in homework.*** The student may be required to do make-up work during intervention. Students involved in off-campus curricular or extra-curricular activities are to submit homework assignments to teachers before leaving the school grounds for an event. Students leaving school early for any reason are to submit homework assignments due that day before leaving school and are responsible for making all arrangements for make-up tests and quizzes. This includes students involved in athletics, attending field trips, or leaving early for medical/dental appointments.

Academic Intervention

This program applies to grades 6-12 and is intended to target those students who have difficulty completing homework assignments.

Missing homework assignments will be treated in the following manner:

1. 1st missing assignment is an unwritten warning.
2. 2nd missing assignment results in a call to parents by teacher 45-minute Academic Intervention with a teacher to make up the assignment. This is to allow the student to complete a missing homework assignment.
3. 3rd missing assignment results in a Saturday Academic Corrective (quiet homework time to help bring the student in line with the rest of the class), which is served for three (3) hours from 9:00 am – 12:00 pm Each Saturday Academic Corrective costs \$25.
4. 4th missing assignment results in a detention session and a Saturday Academic Corrective. Each subsequent missing assignment for the quarter results in an additional Saturday Academic Corrective.

The missing assignment count will start over every quarter

Once three (3) Academic Correctives are attended in a year, a parent must attend each subsequent session with his/her child. This is done to encourage parental involvement in the academic development of the child. The parent is required to sit with and assist the student in completing his/her assignments. A teacher will be available to help the parent assist the child.

Notification of missed assignments will occur as follows:

- 6th – 12th Grade – On the first missed assignment of the year, a conference may be held between the students and teacher.
- 6th – 12th Grade – On the second missed assignment of the year, a phone call will be made by the teacher.
- 6th – 12th Grade – After the third missed assignment of the year, a weekly progress reports will be sent home every Monday with the student having difficulty completing assignments on time.

The Academic Corrective is **initially** held separate from the detention for discipline. However, on the fourth, and every subsequent Academic Corrective, the student will begin the regular disciplinary process. The Academic Corrective will then be considered an after-school detention and will contribute to any behavior record the student may have.

For the purposes of academic probation, the Academic Correctives will accumulate quarterly. The fourth Academic Corrective within a quarter, combined with a GPA of less than 3.0, will result in the student being immediately placed on academic probation.

However, for the purposes of dismissal, Academic Correctives accumulate annually. Upon accumulation of five (5) Academic Correctives for the year, a student may be recommended for dismissal. In the case of Academic Interventions or Academic Correctives, the Precedence of Commitments applies. Academic Interventions and Correctives hold precedence over all other scheduled activities, except for previously scheduled after school detentions.

Student Conduct

Standard Of Conduct

PCA seeks to create and maintain a tone of the highest personal and group conduct, which expresses basic principles of life as found in the Bible. Students are expected to show traits of Christian character such as integrity, sincerity, concern for others and respect for authority. Each student is responsible for his or her own behavior. In acting responsibly, the student will observe all of the school's rules and respect the rights of others.

Guidelines

As a matter of conviction and policy, PCA disapproves of habits that debilitate the mind, spirit, and body, or are contrary to federal and state law. These include the use of illegal habit-forming drugs, alcoholic beverages, smoking and sexual immorality. The following habits and actions, which are contrary to Biblical growth and development and impair the group spirit, are not considered acceptable for PCA students:

- 1. *Cruelty***
- 2. *Obscenity in language, behavior***
- 3. *Reading or viewing obscene material***
- 4. *Immodesty***
- 5. *Gambling***
- 6. *Abusiveness***
- 7. *Sexual harassment***
- 8. *Lying***
- 9. *Stealing***
- 10. *Cheating***

Ensuring orderly school life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ, we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger Christian community.

Standards apply while on school property, attending school functions and traveling in school vehicles. It is also understood that the actions of students reflect on the school, as well as on themselves, family, church, and peers, even when they are not on campus or engaged in a school activity. Therefore, disciplinary measures will be taken with those students who find it impossible to abide by the spirit, purpose and standards of PCA.

Application Of Standards

Students, by virtue of their enrollment, agree to accept the responsibility of adherence to the school's standards of conduct or to be withdrawn if they can no longer, with integrity, conform to them. Furthermore, since PCA is a private Christian school, students are subject to locker and book-bag searches and/or drug testing if deemed necessary by the Administration.

Parents assume, when allowing their children to visit in the homes of classmates, that the activities/parties are consistent with school standards. Our parents expect to be informed if the activities would in any way differ from a school-sponsored activity.

While interested, however, in the maintenance of our school standards corporately through the application of appropriate discipline as necessary, our greater goal is the inculcation of those standards into each life, to be lived out by the control of the Holy Spirit under the Lordship of Jesus Christ.

Secondary students (grades 6-12) will sign the following code of conduct as part of the admission process:

SECONDARY SCHOOL PLEDGE

Each student, in grades 6-12, while a student at Progressive Christian Academy, must agree to uphold the following pledge:

1. I pledge myself to follow the teachings of the Bible and its values. My behavior will be an example of these teachings both on and off campus.
2. I pledge myself to support the institutional preferences and policies of the school, which are intended to promote our community life together.
3. I pledge myself to abstain from the use of tobacco, alcoholic beverages, illegal substances, and immoral behavior as defined by Scripture, which includes, but is not limited to, premarital sex and homosexual behavior.
4. I pledge myself to exert a positive influence in my social relationships and to be a responsible member of the school community.
5. I pledge myself to support the following school-wide standards:
 - Follow directions when they are given.
 - Help keep the school building and property free of trash.
 - Not calling students and school personnel inappropriate names.
 - Not using vulgar and profane language.
 - Obey the school's "closed campus" policy.
 - No lying, cheating, stealing, forgery, coercion, or fighting.
 - Conduct myself in a manner that does not disturb others.
 - Stay out of areas that the school has classified as "off limits".
 - Show respect for peers, school property and school personnel.
 - Adherence to the school dress code.

I have read the above pledge and agree to abide by all that is contained therein. I acknowledge that if my behavior is not consistent with this pledge and all of the rules of the school that this pledge represents, I forfeit my privilege to be enrolled as a student at Progressive Christian Academy.

Student Discipline

The purpose of the discipline policy is to:

1. Establish a clear description of the type of behavior that will be considered acceptable or unacceptable.
2. Set forth the disciplinary measures that will be taken against unacceptable behavior.
3. Provide for communication to all involved, (parent, student, teacher, and Administration) of the cause for discipline and the action taken.
4. Assign responsibility for the disciplinary action.
5. Provide for accurate record keeping of disciplinary action so that the discipline may be administered throughout the school in a firm, fair and consistent manner.
6. Establish the principle that discipline must be seasoned with grace if it is to be Godly.
7. Train and lead the student into maturity and self-discipline.

Philosophy

The philosophy of discipline and its application at Progressive Christian Academy is grounded in Scripture and tempered with grace and compassion. (See Ephesians 4:32, 5:14; I Peter 3:8, 9; Proverbs 12:1, 13:18, 24 and 22:15; Hebrews 12; I Corinthians 13; and Revelation 3:19.) The source of discipline is God and is for the development of godly character and behavior.

Objective

The objective of discipline is to:

1. Develop and maintain the best environment for learning.
2. Train students in behavioral patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
3. Correct behavior that is disruptive or destructive to the learning environment.

Responsibilities

God has given to parents the responsibility for the discipline of their children. PCA parents have conferred this authority on teachers and administrators during the school day and at school activities.

It shall be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken and making themselves available to the parents and students involved for discussion and counsel. The objective of this involvement is to foster understanding, to encourage parents and students alike to supportive behavior, to enlist student cooperation, and to build a like-minded attitude.

Manners and Courtesy

Students are expected to be courteous to one another and to their teachers, conducting themselves in a way that demonstrates respect and consideration for others. In doing so, we reflect Christ's command to love one another.

The following are specific directions on showing good manners and courtesy:

1. Students should approach visitors to assist them with directions to the Receptionist or Main Office where they will be helped.
2. Student visitors are to be introduced, by the host student, to the teacher of the class they are visiting.
3. Students carrying a message to another classroom are to knock on the door, step inside, and wait to be recognized by the teacher before delivering a message.
4. Talking in the halls is to be in a conversational tone.
Conversations are not to be interrupted by talking or by walking between those conversing.
5. There is to be no horseplay or whistling in the building.
6. Gum chewing is not permitted because it ends up on the furniture and carpet.
7. No hats or head coverings are to be worn in school.
8. In chapels and assemblies, attention should be directed to the participants without distractions.
9. Respect and care will be shown for all school and church property.
10. No equipment is to be brought to school, which could disrupt the educational process.
11. Electronic entertainment items are to be left at home. These items will be confiscated and returned to the student's parents. This rule also applies to all student activities and athletic trips.

Pagers and cell phones are not to be used in the building during normal school hours.

Administrative Actions

Discipline may be administered by a member of the faculty, the Administration, staff, or any other person who has been given authority to administer discipline. However, because of his/her contact with students, it is the classroom teacher who most often is in a position to discipline a student. The various levels of discipline are noted below.

Classroom Level

Discipline at this level may involve teachers speaking to students, so that their behavior is consistent with PCA standards and a proper educational environment, before issuing detentions.

After School Detention

Detention is given when school regulations or rules have not been consistently followed. Teachers, staff, and administrators may assign detentions. Any student receiving an after school detention will be given a detention slip which must be signed by a parent/guardian of the student and returned to the staff member who issued the detention. It will include the reason and date for each detention.

Twenty-four hours notice will be given when such an infraction occurs. Parents need to provide transportation home for the student. Inconvenience to the parents is not an excuse for missing an after school detention. It must be served on the day it is assigned. A school game or extra-curricular activity is not a valid reason for missing detention. If the parents have an emergency or important doctor's appointment on the day of the detention, they need to arrange an alternate detention date with the Vice Principal. If a student skips an assigned detention, he/she will make up the skipped one and serve an additional detention. If both detentions are not served, the student will attend a Saturday Detention. Repeated detentions in a quarter will necessitate further discipline.

Precedence of Commitments

Rules governing precedence on after school commitments for students are:

1. Suspension
2. Detention
3. Academic Intervention
4. Classes and scheduled after school academic extra-help sessions with faculty members.
5. Extra-curricular activities
6. Transportation

The above means, for example, that if a student has an after school detention (2), this scheduled responsibility must be kept before participation in afternoon school activities (5), or keeping prior arrangements for after school transportation (6). Saturday detentions are held one Saturday per month from 9:00 a.m. to noon. The student will pay \$25 to cover the cost of hiring a teacher to monitor the detention.

Suspension

The Administrative Team makes the decision for this level of disciplinary action. Suspension may be the result of repeated behavior contrary to PCA standards, a number of detentions, or a single serious act. Following suspension, a student may be required to continue his/her attendance on behavioral probation. The details of this probation will be set by the Administration and, if broken, may lead to the student's expulsion.

Suspended students may not be on school property while school is in session, unless they are serving an in-school suspension, nor attend school functions and activities until they have returned for a full day of classes. Suspended students must make up all missed assignments.

Academic Penalty For Suspension: For each day a student is suspended, his/her grade will be lowered two (2) points per class up to a maximum of ten (10) points for a five day suspension. The student is expected to make up all work and will receive full credit for that work; **however**, at the end of the marking period the teacher will deduct points off the final average by using the above formula. Students will receive a zero (0) for work that is not turned in. If a student serves an indefinite suspension, there will be **no** academic penalty for day six and beyond.

Behavioral Probation

This is a period of time given to a student to resolve a discipline problem. It is normally instituted after a suspension, serious infraction of the rules or chronic disobedience. The Administration has the option of not permitting a student to participate in extra-curricular activities during this period. All positions of leadership, trust and responsibility must be relinquished. Counseling is recommended during the probationary period. Reinstatement will require approval from the Vice Principal

Reasons for probation:

1. Continued, deliberate disobedience.
2. A rebellious spirit that is unchanged after counseling and prayer with school personnel.
3. Committing a serious breach of student conduct inside or outside the school that has an adverse affect on the reputation of the school.
4. Failure of the parents to comply with the disciplinary procedures of the school.
5. Chronic disobedience in the classroom.

Expulsion

The fifth and final level of disciplinary action is expulsion. A student may be expelled from school anytime he/she is found out of harmony with the rules and policies of the school. It may be the result of repeated behavior contrary to PCA standards, a number of detentions or a single act. The Vice Principal, in consultation with the Administrator, makes the decision to expel students.

Unless expelled students qualify for restoration, they are not eligible for readmission for one (1) year following the date of their expulsion. Additionally, expelled students may not be on school property while school is in session, nor attend school activities without approval from school Administration

If a student is expelled or not able to return to PCA due to unacceptable behavior, he/she will not be permitted to attend summer school or Summer Kingdom Camp.

Unacceptable Behavior

Unacceptable behavior differs in its severity and should receive different disciplinary responses. The examples listed in each category are representative and are not meant to be all-inclusive. Offenses that are not listed will be dealt with at the discretion of Administration consistent with these examples.

Please note: Under serious offenses, students may be suspended or expelled, especially in cases of severe rebellion, mistreating or placing others in danger, criminal activity or sexual immorality.

Serious Offenses

- Mistreatment of others, which includes, but is not limited to sexual harassment, tormenting, being habitually cruel, persistent teasing, making fun of or spreading rumors, mocking, belittling or encouraging exclusion
- Causing a disturbance in class or study hall
- Failure to accept responsibility for academic work
- Frequent critical or derogatory remarks
- Disrespect, insolence shown toward authority.
- Acts of rebellion against school norms
- Cutting class or school/leaving campus without permission
- Cheating, lying and stealing
- Swearing or using obscenities
- Defiance, willful disobedience of authority
- Abuse or willful destruction of school property
- Possession, use or distribution of: Alcohol, Marijuana, Prescription Drugs, Controlled
- Dangerous Substances, Imitation Controlled Substances, Inhalants, Other Intoxicants, and
- Controlled or Drug Paraphernalia
- Fighting or having possession of a weapon of violence
- Extortion
- Arson, false alarms, bomb threats or other serious threats
- Sexual immorality
- Habitual committing of less serious offenses
- Becoming pregnant or causing a pregnancy. In this case, the student(s) will be expelled. If this occurs near the end of a school year, the students(s) may be able to finish under the Alternative School Program.

Less Serious Offenses

- Unexcused lateness to school.
- Three unexcused tardies to class.
- Failure to stay after school to complete an assignment.
- Failure to keep a scheduled appointment.
- Disobeying specific rules.

Procedures For Elementary School Discipline *Grades K3-5*

Introduction

It is the parents' responsibility to send their children to school disciplined and ready to learn. Although the school seeks to educate and minister to each child, an atmosphere conducive to learning must be maintained for all children. Parents should discipline their child at home after receiving notice from the Vice Principal or classroom teacher that a behavioral problem exists.

Behavior warnings are used in elementary as a means to track a student's behavior. Behavior warnings are given for unacceptable behavior.

The following warning scale will be used to determine a student's behavior grade for the quarter

Elementary		
Grade Levels	1 st - 3 rd	4 th & 5 th
Excellent	0-9	0-7
Satisfactory	10-16	8-15
Improvement Needed	17-24	16-22
Unsatisfactory	25+	23+

Each written warning is preceded by two (2) verbal warnings with the following exceptions:

- The student is a chronic offender
- There is a set routine in the classroom that must be followed without verbal notification (placing papers in the appropriate space, raising hand to be called upon, etc.)

1st Offense: Written warning #1

2nd Offense: Written warning #2; time-out or other appropriate reminder

3rd Offense: Written warning #3; ten-minute time-out, silent lunch or time out during recess

4th Offense: Written warning #4; discipline office visit

Referral to the Vice Principal Office

Students are referred to the Vice Principal Office for the following reasons:

1. 4 warnings in one day
2. 10 warnings in one quarter
3. Committing a Serious Offense, as listed in this handbook

Referral to Vice Principal Office from Classroom - Per Quarter:

- 1st Offense: Student will meet with the Vice Principal. Parents will be called.
- 2nd Offense: Student will meet with the Vice Principal. Parents will be called. Students 2nd -5th will write down their misbehavior & how to correct that behavior.
- 3rd Offense: Conference will be scheduled with the parents and classroom teacher to establish a behavior modification plan.
- 4th Offense: Parents called and informed that the next referral to the discipline office will be a one-day suspension.
- 5th Offense: A one-day suspension. Conference with parents is necessary to re-admit student to school.

Referral to Vice Principal Office from Classroom - Per Year:

If, during the course of the entire school year, a child has been referred to the Vice Principal office ten (10) times, the student may be dismissed or denied admission to PCA the following school year.

At the discretion of the Administrator or Vice Principal, for students in grades K3 – 1st, one step may be added to the above process.

Elementary Behavioral Probation Policy

Grades K3-5

A child, who is accepted to attend PCA and placed on behavioral probation, is expected to follow all school rules. A student may be placed on probation for the following reasons:

1. Receiving a “U” for a behavior grade.
2. Serving a suspension.
3. Entering the school with behavioral concerns from the previous year.

The period of probation will last the equivalent of one marking period and the child's status will be reviewed when report cards are issued.

The following guidelines will apply to students on behavioral probation:

Referral to the Vice Principal Office from the Classroom:

- 1st Offense: Meet with Vice Principal. Parents will be called. Students in grades 2-5 will write down their misbehavior & how to correct that behavior.
- 2nd Offense: A conference with the parents and classroom teacher will be scheduled to establish a behavior modification plan.
- 3rd Offense: Parents will be called notifying them that their child will be suspended if another office visit occurs during the quarter.
- 4th Offense: Indefinite suspension and referral to School Administrator or Vice Principal for possible expulsion. If the child is allowed to stay, the parents will have to show proof that they are taking the steps necessary to help their child modify his/her behavior. However, when the child returns to school, there must be evidence of a significant, positive change in behavior. A fifth referral to the office will lead to expulsion.

When a student's negative behavior is a threat to the safety and well being of other students and staff and/or is without remorse, the administration has the option of skipping the first three (3) responses above and moving to the response for the fourth offense, which is indefinite suspension with consideration for expulsion.

If a student on probation makes it through the first quarter without serious discipline problems, he/she will be removed from behavioral probation and normal procedures and consequences will apply. The child may be kept on probation for another quarter if some problems occur during the first marking period. Any single, serious offense can lead to automatic expulsion of a child on behavioral probation. A child may remain on behavioral probation for a maximum of two (2) consecutive quarters. If after the second consecutive quarter the student remains on probation, the student may be dismissed pending a review by the Administrative Team.

Procedures for Middle School and High School Discipline *Grades 6-12*

DISCIPLINE: MS/HS

Although we do have rules and regulations, true discipline is the internal discipline of willing submission, first to the Lord Jesus Christ, and then to adult authorities. Our ultimate goal is to bring every child to that internal spiritual discipline. (I Samuel 15:22; Romans 13:1,2; Hebrews 13:17).

Attendance at our school is a privilege, not a right. Students need to treat the privilege with respect and appreciation. The following are the rules we follow in expressing our Biblical values.

Student Code of Conduct

1. Students are expected to respond with respect at all times when speaking with adults.
2. Students must get permission to leave their seat once class has begun.
3. Students must be respectful of others and the property of others, as well as the authority of the individual teachers and administrators.
4. Students are not to be rowdy, run, yell, etc., in the building.
5. Hand holding, arm-in-arm activities, etc., will not be permitted on school property.
6. All school activities will be chaperoned by teachers.
7. Students are expected to enter classrooms on time and in an orderly fashion, to listen during classes and to raise their hands if they desire to speak.
8. Students are not to bring any type of electronic equipment including radios, micro cassette recorders, CD's, videos, video games, Video cameras, CD players, palm-pilots, MP3s, PDAs, electronic address books, cell phones, pagers, worldly magazines, etc. to school **for any reason**. These are also not allowed on buses during sports trips, field trips, etc.
9. Students are not to throw snowballs on school property.
10. Eating is allowed only at lunchtime or at special occasions where permission has been granted.
11. Students are not allowed to chew gum at any time at school.
12. Students are not allowed to have any weapon or imitation weapon on the school grounds at any time.
13. Students are not to use tobacco of any kind, consume alcoholic beverages or use any type of illegal drug at any time, whether on school property or not.
14. Gambling in any form is not permitted.
15. Traditional playing cards are not allowed.
16. The use of proper language is expected at all times.
17. Students are to proceed from one class directly to another with no stops (gym, etc.) in between.
18. Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise. Each student is to be in class on time unless otherwise authorized and shall not leave classes without permission. Students not waiting for transportation should leave shortly after school unless staying for supervised study. No loitering.
19. Students are not to talk during study halls. Study halls are to be quiet at all times.
20. Students are to quiet themselves in classes or chapel as soon as the class bell rings.

Secondary Behavioral Probation Policy

Grades 6–12

A student who is accepted to PCA and placed on behavioral probation at the beginning of the school year is expected to follow all school rules. A student may be placed on probation for the following reasons:

1. Receiving an unsatisfactory (U or NI) behavior grade.
2. Serving a suspension.
3. Earning five or more detentions in one quarter.
4. Entering the school with behavioral concerns from the previous year.

The period of probation will last one marking period and the student’s status will be reviewed when report cards are issued. The following guidelines will apply to students on behavioral probation.

Number of Detentions	Consequence
1	Letter of concern to parent
2	Possible conference with parents
3	Student is fined \$25, required to attend Saturday Detention and may be placed on behavioral probation. Saturday Detention will be held once or twice a month (see the school calendar). NOTE: The fine is used to pay the teacher who supervises the detention.
4	Suspension, possible expulsion

If a child completes the first quarter without significant behavioral problems, he/she will be removed from behavioral probation and normal rules and consequences will apply. The child may be kept on probation for another quarter if the Administration considers it necessary. **A "serious offense" can lead to automatic expulsion of a child on probation.**

A student may remain on behavioral probation for a maximum of two (2) consecutive quarters. If after the second consecutive quarter the student remains on probation, the student may be dismissed pending a review by the Administrative Team.

General Policies on Discipline

The PCA Discipline Policy includes a “Merit System” to provide positive reinforcement for good behavior and achievements. This is balanced with a “Demerit System” for the disciplining of those involved in unacceptable behavior.

The Merit System

Purposes:

- A. To encourage development of student talent and leadership.
- B. To create a healthy school spirit.
- C. To reward those who excel

Categories

<i>Academics</i>	Tests, Exams, Projects (Quarterly)	A = 5; B = 3
<i>Music</i>	Member of School Choir or Band or Participation in school concert	5
<i>Student Government</i>	Class officer, Student Council Executive Member, or Student Committee	5
<i>Special Competitions</i>	Honor Society, Fine Arts Competitor, or Individual Winner	<u>5</u>
<i>Yearbook/Newspaper</i>	Staff	5
<i>Clubs</i>	Member of School Sponsored Club	5
<i>Chapel Participation</i>	Preaching, Song Leading, Special music (solo, group), or Character in Skit or play	5
<i>Sports</i>	Team member	5
<i>Other</i>	Being helpful, kind, courteous, etc.	1-5
	Producing outstanding art/academic work	1-5

The Discipline System.

The discipline system involves the assigning of *warnings*, *demerits* (points), *detentions* and *suspensions* for breaking of school rules and behavior or conduct both on and off school property deemed unacceptable by the school. The accumulation of too many demerits will result in suspension, and eventually expulsion from the school. Offenses of a more serious nature will carry automatic consequences of suspension or expulsion.

Warnings/Detentions

These will be given for relatively minor offenses and will be assigned by the principal upon the recommendation of the student’s teachers. Students will receive a copy of the warning or detention slip from the office to take home to parents stating details of the incident and date of detention, if any has been assigned. The slips are to be signed by parents and returned *promptly* to school next school day. Failure to return the slip will not be cause for postponement of the detention and will result in an additional detention and demerits until served. Failure to serve any detention will result in the earning of demerits and an additional detention.

For every three detentions earned the student will be assigned 1 demerit on his/her permanent record. Students may be given a warning for minor offenses before a detention is assigned, but this is not automatic. Demerits become a part of the student’s permanent record and cannot be removed unless retracted by the teacher involved and approved by the principal. Serving of detention will cost parents a flat fee per session. This will be added to the family account and will be billed separately on a monthly basis. Detentions will last 45 minutes and will be served from 3:10 p.m. to 3:55 p.m. Students will be notified in advance as to when a detention must be served. ***Refusal to serve detention will be regarded as a serious violation that will lead to dismissal from the Academy if it occurs three consecutive times.***

Consequences for Excessive Detentions.

- 1). Fourth detention during one quarter: Conference with parents.
- 2). Sixth detention during one quarter: Conference with parents and forfeiture of all extra-curricular activities, and leadership position.
- 3). Seventh detention during one semester: Automatic two-day suspension and behavioral probation.
- 4). Eighth detention during one semester: Automatic dismissal from the Academy.

Examples of minor offenses for which warnings/detentions can be given:

- 1). Unnecessary talking in class/homeroom
- 2). Unexcused tardy to class/homeroom
- 3). Being disruptive, creating a disturbance
- 4). Instigating others to be disruptive
- 5). Untidiness, poor grooming, shirt, blouse out
- 6). In classroom/washroom without permission
- 7). Eating/drinking in classroom
- 8). Chewing gum in school
- 9). Not having required textbook or any other required class material
- 10). Not handing in homework at prescribed time
- 11). Littering or deliberate untidiness
- 12). Talking, irreverence or other inappropriate conduct in chapel
- 13). Using phone in library, office or staff lounge
- 14). In possession/using cell phone at school
- 15). Use of unassigned lockers
- 16). Infringement of rules relating uniform, hairstyle, makeup, or jewelry
- 18). Impoliteness or general lack of courtesy
- 19). Failure to return signed discipline forms on the next school day
- 20). Any other minor offense not detailed above

Examples of more serious offenses

Teachers are not permitted to administer more than one demerit for any of the following major offenses. The Principal will determine whether additional demerits or suspension of a student will also be considered for an offense if not so stated. Students' demerit accumulations will continue throughout the school year. At the end of each quarter the cumulative number of demerits for the school year is recorded on the student's record.

- 1) Dress code violations
- 2) Disrespect toward teacher, staff member, parent, or visitor (demerit/suspension).
- 3) Lying to teacher, staff member
- 4) Use of computer, Internet to visit unauthorized, lewd, or pornographic sites, or to send similar messages. (demerit/suspension)
- 5) Stealing school or other student property (demerit/suspension/expulsion)
- 6) Use of obscene/bad language, oral, written or otherwise (demerit/ suspension)
- 7) Cheating on quiz, test, exam (demerit/suspension)
- 8) Throwing objects

- 9) Kissing, intentional physical contact or other forms of intimate contact (demerit/suspension)
- 10) Fighting (verbal or physical), being a bully (demerit and suspension)
- 11) Defacing/destroying school property (demerit/suspension/payment for repair/replacement)
- 12) Excessive loudness/unnecessary rough housing
- 13) Writing, telling, passing dirty, lewd, notes/jokes (demerit/suspension)
- 14) Chronic repeated misbehavior
- 15) Accumulation of three detentions
- 16) Failure to serve detention
- 17) Cutting classes without permission
- 18) Leaving school property without permission (demerit/suspension)
- 19) Spreading malicious gossip/maligning another person's character
- 20) Altering grades on tests or reports
- 21) Forging parents/guardian or teacher's/administrator's signature
- 22) Disobedience to any person in authority
- 23) Possession of any dangerous object (toys, knives, guns, matches, lighters mace (demerit/suspension /expulsion)
- 24) Writing graffiti on school property (demerit/suspension/payment for repairs)
- 25) Destruction or defacing of school property (desks, chairs, books, etc.) (demerit/suspension/expulsion)
- 26) Willful intimidation of any faculty, staff, student (demerit/suspension/expulsion);
- 27) Copying of homework, class work, or other assignments to be graded (demerit/zero on assignment)
- 28) Possession of Radios/tapes/CDs/Walk-Mans/cell-phones etc. (demerit/confiscation)
- 29) Possession of tobacco or alcoholic beverages (demerit/suspension)
- 30) Communicating with visitors to the school campus without prior approval of Administration (demerit/suspension)

Suspensions

1. If a student accumulates *10 demerits* he/she will be suspended for 2 days and prohibited from all extra curricular activities and sports.
2. If a student accumulates *20 demerits* he/she will be suspended for 5 days and prohibited from all extra curricular activities and sports.
3. If a student accumulates *25 demerits* he/she will be expelled automatically.
4. In addition to this there are several offenses that will carry automatic suspension penalties of a minimum of two days. In such cases parents will be contacted by phone by the office.
5. Any use of force, violence, or harassment will not be tolerated. Any of these will result in an immediate five-day suspension and 20 demerits. A recurrence will raise the total to 25 points, and automatic expulsion.

Expulsion

If a student accumulates *25 demerits*, he/she will be automatically expelled and may not be allowed to return to Progressive Christian Academy for the next school year.

Behavior leading to immediate expulsion

1. Sexual activity on or off campus
2. A female student becoming pregnant
3. A male student impregnating a female student or non-student
4. Termination of pregnancy by abortion
5. Homosexual activity on or off campus
6. Misuse or abuse of prescription drugs
7. Use, possession, distribution or sale of illegal drugs or drug paraphernalia on or off campus
8. Use of tobacco and or alcoholic beverages on or off campus.
9. Illegal possession or use of any dangerous weapon
10. Conviction of any criminal offense
11. Involvement in gang related activities on or off campus
12. Gross insolence or disrespect to any member of staff or administration
13. Intimidation of any member of the staff or the administration
14. Intimidation of staff or administration by a parent or guardian of student
15. Stealing
16. A student, who, in the opinion of the school, does not fit into the spirit of the academy, may, at any time be expelled or asked to withdraw
17. If the parent of a student becomes excessively disruptive, slanderous, abusive, or uncooperative, the school may withdraw that student, even if he/she is well behaved
18. A student whose attitude toward biblical principles is poor, or whose influence on classmates is, in the opinion of the school, clearly detrimental, or who refuses to support the spiritual program of the school will be given the opportunity to withdraw, or expelled by the school

Parental involvement in the discipline system

1. Parents wishing to query any disciplinary action may do so by phoning the office in order to set up a personal interview with the administration. The Administrator will not see any parent who has not made a prior appointment. In disciplining students counseling and prayer will play a prominent role.
2. Warning letter. When a student has received a total of 5 demerits in quarter, a warning letter will be sent to his/her parents. When the total reaches 10 demerits the student will be suspended. The parent will receive written notification and will be required to accompany the student to school on the first day of his/her return and meet with the Administrator before admittance to regular classes.
3. Parents of students receiving frequent detentions and or demerits for behavioral problems will be required to come in and discuss the matter with the vice-principal.

The Appeal Process

APPEAL TO A TEACHER

When students feel school personnel unjustly discipline them, they need to appeal, rather than be confrontational. The appeal process requires time to elapse, after which the student should arrange a time to talk privately with the person involved. Students are expected to not be argumentative and to show courtesy and respect at all times. If the person involved agrees with the student, the discipline will be withdrawn. If the person involved does not agree with the student, the discipline should be accepted graciously. Students needing help developing their appeal may meet with the Vice Principal or person in charge of discipline.

APPEAL OF A SUSPENSION

When students disagree with the evidence presented which leads to a suspension from school for three (3) to five (5) days, they may appeal, in writing, to the administration. The appeal must be made within three (3) school days of the notification of suspension. They shall be given the opportunity to tell their view of the incident to a hearing panel consisting of the School Administrator, the vice principal and one faculty member assigned to the panel by the School Administrator. The decision of this panel is final and there is no right to make a further appeal.

APPEAL OF EXPULSION

When students disagree with the evidence presented which leads to their expulsion from PCA, they may request an opportunity to present their point of view and appeal the expulsion decision. Students must appeal in writing within five (5) school days of the notification of expulsion. They may have the opportunity to tell their view of the incident to a hearing panel consisting of the School Administrator, Vice Principal, and other school leaders appointed by the Administrator. Students have the right to present a witness and to be supported by their immediate family, however, they do not have the right to legal counsel or to cross-examine witnesses at the hearing.

MERCY POLICY

Progressive Christian Academy believes that the Word of God teaches that our Lord showed mercy and that we are encouraged to do the same (Matt. 5:7; Hebrews 4:16; James 2:13). PCA believes also that students may not make wise choices in every circumstance and that without help from spiritual counselors, these unfortunate choices can have life-long consequences. With these truths in mind, PCA has adopted the following mercy policy:

If a student voluntarily comes to a teacher or staff member for help and counsel because of involvement in an incident that violates school rules, and this is a first time incident involving the student, the staff member is not required to report the incident as a matter of discipline. The staff member and the student must immediately advise the administration of the matter. If the student did not break public law or commit an offense that requires immediate expulsion from school, the parents will be informed of the incident and the status of their child. In addition to this, the student will receive further counsel.

If parents discover that their student is involved in any activity, at school or away from school that could lead to school discipline, they should call the school as soon as possible. If the school has no prior knowledge of the offense and was not involved in any investigation of the problem, a first time offender is generally shown mercy.

Generally, if a member of the school staff or a parent handles a problem in the above way, disciplinary action by the school may not be necessary for a first time offense. The response of the school will also depend on the response and attitude of the student.

For example, if a parent discovers that their student has skipped school, the parent will counsel the student and administer punishment at home. Following the discovery, the parent and student should contact the Vice Principal. At this point, the school will become involved in the counseling process even though punishment is not administered for the first offense. The response of the school will also depend on the response and attitude of the student.

If a similar situation occurs a second time, the parents should contact the school. The Vice Principal will take punitive action. The school's response will be based on the discipline process and the written policy and procedures for responding to student misconduct on and off campus. In the above illustration, the student would still experience the normal academic penalty for skipping school. If the school discovers the problem and is already investigating it, or if a criminal act is involved, the school will have to take disciplinary action through the established discipline process.

Though mercy is shown, in some instances a student may be required to resign positions of leadership and relinquish opportunities in extra-curricular activities.

RESTORATION POLICY

The ultimate goal of discipline in a Christian school is to shape the character of each student. The Bible instructs us to be like Christ, i.e., *to be conformed to the image of His Son*, and *not to be conformed to this world*. The Bible indicates that with repeated offenses a person is not committed to altering their character. In these cases, the Bible instructs us to separate such individuals from the group. The Bible also indicates that when the desired result of discipline is spiritual formation, then we are expected to follow a path that leads to restoration (Matt. 18:15-20; Galatians 6:1; Luke 15:11).

When a student is genuinely filled with remorse and repentance for a violation of school rules that resulted in their expulsion from school, consideration will be given one time to restore the student to PCA. The normal time period for reapplication is one year of successful attendance at another school. Any exceptions to this policy will require a meeting with the to explore the possibilities of following a strict step-by-step program with specific guidelines that the student and his/her parents must follow to allow consideration for reentry before the one year period expires. If an exception is granted, the final decision will rest with the **Vice Principal in consultation with the Administrator.**

Office Discipline Referrals

When a student is sent to the office for serious discipline offenses the following steps will be taken:

1. A contact will be made with the parents by the office staff.
2. Disciplinary action will be imposed.
3. Points (demerits) will be given as recommended by the teacher, with final determination to be made by the Administration.
4. The student will be dealt with from a spiritual standpoint.

Hall Passes

Hall passes--All students are to have passes when outside of assigned classes or study halls. Students are not to miss class unless given permission **in advance** by the teacher of that class. Mass passes, listing each student, may be used when a group of students is dismissed together going to the same place. All students must report back to the class or study hall from which they were dismissed at least five minutes before the end of the same period. In the case of mass passes, all students listed on the pass must report back as above together. The phone may be used only with permission (and a pass). There is a five-minute limit on the use of the phone. Students who are late for a class must have a pass from the teacher who detained them. If there is no pass that student will be subject to prescribed discipline for being tardy. **In no case** will a student be allowed to "go back" to a teacher for a pass.

Integrity Violations

Students are expected to be honest in all dealings with the school. Violations of integrity include, but are not limited to cheating, forgery, plagiarism, misrepresentation of facts, chronic lying, etc. The first offense for being dishonest will result in an after-school detention. A second offense will lead to suspension. On the third offense, the student will be recommended for expulsion.

Common Areas

If a student is not observing school rules in the common areas, the school personnel monitoring that area will give the student a verbal warning. If the student does not respond appropriately, he/she will receive a detention. If the behavior is in the "serious offense" category, the student will be referred to the discipline office immediately.

Uniform and Dress Code

The goal of the dress code is neatness and modesty. **Students may only wear items that are on the school uniform list** (a copy can be obtained from the Registrar or Receptionist). If a student's clothing presents a sloppy or immodest appearance, he/she will be considered out of dress code and required to correct the problem.

Our primary uniform source for this upcoming school year will be Neil Roberts. Students must follow the guidelines pertaining to the uniform policy. Parents will be notified to bring the proper clothing if the student is in violation. Please note the warm weather uniform policy. Ties are worn daily with the exception of Friday's. It is strongly recommended that students in grades K3-K5 always have a spare set of clothing in school.

Dress Code Violations

A student who is in violation of the uniform dress code will be referred to the Vice Principal office. The following actions will be taken when a student is in violation of the dress code: **(Note: this applies throughout the year and does not start over when a new quarter begins).**

- 1st Violation: Warning*
- 2nd Violation: Written notice to parent
- 3rd Violation: After school detention
- 4th Violation: After school detention, call to the parents to bring in a proper change of clothes if it is a dress down day, and a zero (0) for each missed class until the student is in dress code

*Any flagrant violations of the school dress code will result in the student receiving a minimum of one after school detention. If clothing is immodest or distracting, the parents will be called to bring in a proper change of clothes. This becomes an issue primarily on days when students are allowed to dress out of uniform.

Girls

1. Girls may wear sweat pants under uniform skirts during extremely cold weather, but must remove them upon entering their first period class.
2. Collars on blouses and coats may not be turned up as a style of dress.
3. The wearing of jewelry should be modest and appropriate to the child's age and grade level. Dangling, oversized, excessively decorated earrings are not permitted. Girls are permitted to wear one set of earrings. Girls may wear watches. **The school reserves the right to have jewelry removed that violates school policy.**
4. Hairstyles must be in good taste. Not permitted: extremes in style or color
5. Make-up and nail polish must be in good taste (no extremes)
6. Earrings are permitted, but body piercing and visible tattoos are not.
7. Dresses, skirts, and skorts are to be no shorter than 2" above the crease in the back of the knee when kneeling.
8. Clothing may not be form fitting

Boys

1. The hair is expected to be clean and worn in a neat and orderly fashion. Sideburns are not to be worn below the bottom of the inner ear. Boys may not wear side bums if their heads are bald. Not permitted: extremes in style or color.
2. Mustaches are to be of moderate length and kept well trimmed. Beards are not allowed.
3. Braids may be worn but hair must be braided straight back with no designs or hair accessories.
4. Appropriate school shoes and socks are to be worn at all times. Shoes must be black. Socks must be blue.
5. The only form of jewelry boys are permitted to wear is a watch. Earrings, other body rings and visible tattoos are not acceptable.
6. Collars on shirts or coats must not be turned up as a style of dress nor may shirttails be worn out. Only the top button of a shirt may be unbuttoned. Black belts must be worn in the loops of the slacks.
7. Clothing sizes may be up to one size larger than normal. Clothing may not be form fitting.
8. No caps or hats are to be worn in the building.

The following items apply to both girls and boys:

1. Casual and dress shoes are acceptable provided they meet the standards of the uniform code. Not permitted: work boots/shoes and military boots/shoes.
2. Head coverings and hats are not to be worn in the building during the school day or *during inside extra-curricular activities*.
3. Coats and jackets may not be worn in hallways or classrooms. If the weather is cold, students may wear a uniform sweater or blazer in class
4. All uniform shirts must be tucked in and pants must have a belt.

Extracurricular Events:

The modesty expressed by the PCA Uniform and Dress Code is required. Students may dress casually except when the Administration requires a dressier dress code.

Important Note:

PCA reserves the rights to make clarifications and changes during the school year that are in accordance with the uniform and dress code standards.

Daily Uniform Standards for Female Students

**Following are the standard dress codes for the different grade levels at PCA.
Female students are expected to dress accordingly.**

GRADES PK3-K5

Plaid Jumper

Peter Pan Collar Short-Sleeve Yellow Blouse (Fall and Spring)

Peter Pan Collar Long -Sleeve Yellow Blouse (Late Fall and Winter)

Navy Knee Socks, Cable or Navy Cotton Ribbed Knee Socks (Fall and Spring)

Navy Tights, Cable or Flat Knit (Late Fall and Winter)

Flat, Black Dress Shoes

Navy Cardigan Sweater

Navy Fleece Jacket (optional)

GRADES 1-5

Plaid Jumper

Peter Pan Collar Short-Sleeve White Blouse (Fall and Spring)

Peter Pan Collar Long-Sleeve White Blouse (Late Fall and Winter)

Navy Knee Socks, Cable or Navy Cotton Ribbed Knee Socks (Fall and Spring)

Navy Tights, Cable or Flat Knit (Late Fall and Winter)

Flat, Black dress shoes

Navy Cardigan Sweater

Navy Fleece Jacket (optional)

GRADES 6-12

Grey Kilt

Oxford White Blouse Short-Sleeve (Fall and Spring)

Oxford White Blouse Long-Sleeve (Late Fall and Winter)

Navy Sweater Vest

Hooded Nylon Jacket (optional)

Navy Tights, Cable or Flat Knit

Flat, Black Dress Shoes

Navy Cardigan Sweater

Navy Fleece Jacket (optional)

Daily Uniform Standards for Male Students

**Following are the standard dress codes for the different grade levels at PCA.
Male students are expected to dress accordingly.**

Grades PK3-K5

Navy Pants
Yellow Oxford Shirt Short-Sleeve (Fall and Spring)
Yellow Oxford Shirt Long-Sleeve (Late Fall and Winter)
Black Dress Shoes
Belt
Navy Tie
Navy Socks
Navy Cardigan Sweater
Navy Fleece Jacket (optional)

Grades 1-5

Navy Pants
Blue Oxford Shirt Short-Sleeve (Fall and Spring)
Blue Oxford Shirt Long-Sleeve (Late Fall and Winter)
Black Dress Shoes
Belt
Navy Tie
Navy Socks
Navy Cardigan Sweater
Navy Fleece Jacket (optional)

Grades 6-12

Navy Pants
Oxford White Shirt Short-Sleeve (Fall and Spring)
Oxford White Shirt Long-Sleeve (Late Fall and Winter)
Navy Sweater Vest
Hooded Nylon jacket (optional)
Black Dress Shoes
Belt
Navy Tie
Navy Socks
Navy Cardigan Sweater
Navy Fleece Jacket (optional)

Students in grades K3-5 are to dress as follows on physical education class days. Students in grades 6-12 are to have the following to change in and out if for physical education class days.

Gym Shorts (Fall and Spring)
Gym Sweatpants (Late Fall and Winter)
Gym Tee Shirt (Fall and Spring)
Gym Sweat Shirt (Late Fall and Winter)
Black Tennis Shoes
White Socks

On dress down Fridays students are to wear the following with their respective jumpers, kilts, or slacks.

K3-K5

Yellow Short-Sleeve Polo (Fall and Spring)
Yellow Long-Sleeve Polo (Late Fall and Winter)

Grades 1-5

White Short-Sleeve Polo (Fall and Spring)
White Long-Sleeve Polo (Late Fall and Winter)

Grades 6-12

White Short-Sleeve Polo (Fall and Spring)
White Long-Sleeve Polo (Late Fall and Winter)

For field trips, students are to wear their dress down day polo with loose fitting blue jeans, unless otherwise noted.

- Jeans must be in good taste.
- Jeans must have proper fit (not form fitting, no more than one size larger than normal size).
- Jeans cannot display any writing, or graphics.
- Jeans cannot be ripped or have the appearance of being ripped.
- Jeans are to be modest in design and fit.

For all other occasions, written notification will be sent home to parents.

Substance Abuse Policy

The PCA Substance Abuse policy applies to unlawful possession, use or distribution of any Alcohol, Marijuana, Prescription Drugs, Controlled Dangerous Substances, Imitation Controlled Substances, Inhalants, Other Intoxicants, Controlled or Drug Paraphernalia as defined in Article 27 of the Annotated Code of Maryland, on or off school property, including PCA-owned vehicles or while in attendance at any PCA sponsored and supervised activity.

Students who possess, use, or distribute substances represented as or intended to be used as alcohol or a controlled dangerous substance will be treated by the rules and regulations of these procedures as if they were possessing, using, or distributing alcohol or a controlled dangerous substance even though the substance itself may ultimately be determined not to be alcohol or a controlled dangerous substance.

Important Terminology

Possession

The term possession implies that a student has any of the above substances on his/her person or with his/her personal property, or has under his/her control by placement of and knowledge of the whereabouts of the substance on PCA property or other property on which he/she is presently, by virtue of being within the jurisdiction of school authorities.

Use

The term use implies that a student is reasonably known to have assimilated any of the above substances (*e.g., drinking alcohol, smoking marijuana, taking a pill, etc.*) or is reasonably found to be under the influence of a substance while under the jurisdiction of school authorities.

Distribution

The term distribution implies the transfer of any of the above substances to any other person, with or without the exchange of money or other valuables.

Disciplinary Measures for Substance Use and Possession

PCA views the possession, use or distribution of alcohol, controlled dangerous substances, controlled or drug paraphernalia by students, as defined above, as warranting the following disciplinary actions:

1. Student Possessors of Small Amounts

Students having in their possession alcohol, controlled dangerous substances or other substances listed above in this section in a small quantity (*i.e., quantities typically for individual use*) or controlled or drug paraphernalia in any quantity shall be charged with Possession and be subject to the disciplinary guidelines outlined for student users.

2. Student Users

1st Offense: If a student has been found to have committed a first offense of using alcohol, controlled dangerous substances, other substances listed above, and/or controlled or drug paraphernalia, the student will be expelled, notwithstanding any mitigating circumstances. However, the Administrative Team may readmit the student after at least five (5) days of expulsion if both the student and at least one of his/her parents/guardians have enrolled in an appropriate school or community alcohol/drug-counseling program. The student and parent(s)/guardian(s) must furnish proof that they have scheduled at least two (2) sessions with the program.

These sessions must be completed no later than four (4) weeks after the date of the student's readmission to school. When the school has been furnished proof of completion of the program within the four (4) week period, the expulsion may be rescinded according to the Restoration Policy (p. 46).

2nd Offense: If a student has been found to have committed a second offense under the provisions of this section, the student shall be expelled unless there are mitigating circumstances. The Administrative Team, however, may rescind the expulsion after the student's absence from school for the length of one year, if the student provides documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program.

3. Student Possessors with Intent to Distribute

Students having in their possession large quantities of alcohol, controlled dangerous substances (*i.e., quantities in an amount which the Administrator could reasonably infer was intended to be available for distribution*) shall be charged with Possession with Intent to Distribute and be subject to the disciplinary guidelines outlined for student distributors.

4. Student Distributors

If the student has been found to have committed a distribution offense under the provisions of this section, the student shall be expelled, notwithstanding any mitigating circumstances.

5. Second Expulsions

If a student is readmitted under the Restoration Policy and there is a further offense under this section, the student will be expelled and will not be permitted to return to PCA

All students suspended/expelled for alcohol/controlled dangerous substance offenses are requested to reveal their source of the alcohol/controlled dangerous substance to the Administrator.

Communication Between Home and School

Conflict Resolution

There will be times when those in a school community choose to express a concern. Scripture acknowledges this option and offers the principles that are to guide the sequence of such communication and the temperament that should be manifested by those engaged in resolving the concern. The phrase, "Matthew 18 Principle" is often used to identify the sequence of such communication. Other passages of Scripture indicate the temperament of those involved in such communication.

1. The parent is to go directly to the teacher with the concern.

Principle: Keep the communication private, simple and direct, involving only the person (s) responsible.

2. If the initial communication does not accomplish the desired purpose (solution), the parent is to communicate with the appropriate administrator to accompany them on a second visit with the teacher. Administration should not become involved until step one has taken place.

Principle: Confirm the details and importance of the concern to those assembled.

3. If the above two communications do not bring forth the desired result, resolution is to proceed in a step process to the Administrator.

Principle: In addressing concerns biblically, there is a sequential increase of the authority/responsibility response mechanism until the concern is resolved.

4. There may be times, albeit infrequent, when concerns are not positively resolved. When this happens, it may result in the removal from the school those who are the focus of the concern.

Principle: God desires unity of His people and will remove those who are the causes of strife.

5. The ultimate purpose of the exercise of the "Matthew 18 Principle" is reconciliation. Reconciliation may involve parents and/or faculty members saying, "I'm sorry, please forgive me." Such action is to be regarded as rooted in Scripture and thus helping to imitate the highest level of integrity and respect for one another.

Principle: God desires unity of His people. When this unity is a reality, He will bless and be with His people.

The sequence of communication outlined above may be accomplished rapidly and in an orderly manner. Phone calls, notes and meetings coordinated by the school official holding the most responsible position in the communication cycle will implement the "Matthew 18 Principle" successfully.

Health and Medical Regulations

PCA provides only the basic kinds of first aid. The school is not permitted to administer any medication during the day unless written permission from a physician and/or parent is on file in the office. All medication is to be left in the office by the parent. All prescription medicine will require a Physician's Medication Form that can be obtained from the Receptionist.

1. Parent must provide the school with an updated copy of the student's immunization record in accordance with the Maryland Department of Health Services requirements.
2. Whenever possible, all medications, prescription and over-the-counter (OTC), are to be administered by a parent outside of school hours
3. When the symptoms continue, the student will inform the teacher, and will be permitted to report to the Health Aide. No student is to leave campus on his or her own because of an illness. Health Aide will call the parents.
4. In the event of an extreme emergency, students will be transported to the nearest hospital unless designated otherwise by the parents.
5. Parents should not send students to school ill or with conditions that may be contagious.
6. **Only authorized office personnel will be allowed to administer prescribed medications.** All medications should be accompanied with a signed medication form (one form for each medication - this form can be obtained from the Receptionist; *only then will it be administered*. **No one is allowed to carry medicine of any kind on his person or keep it in a lunch box. All medicine must be kept by the Health Aide on the first floor.**
7. **Teachers** are responsible for sending students to the office for medication at the appropriate time.
8. If a student is injured at school, the person supervising the student will report the incident to administration immediately after the needs of the student are addressed. All injuries will be recorded and a parent notified. School personnel will complete an *Injury Report*. The attending staff will sign the completed forms and a copy will be sent home for the parent and a copy will be kept in the student's file.
9. Parents who have students participating in extra curricular sports activities within the school, prior to each athletic season, must provide the administration with an annual physician medical release verifying the student athlete is fit for sport participation.
10. Students unable to participate in physical education during the school day must have a note from one of their parents. Students who miss five (5) consecutive days in physical education must have a doctor's note in order to be excused.
11. **UNDER NO CONDITION MAY ONE STUDENT GIVE ANOTHER STUDENT ANY MEDICATION, OTC OR OTHERWISE.**

Immunization

Maryland law requires that students attending any school in the state show proof of immunization prior to the first day of school. Forms are provided through the school registrar or administration office. If your child was not immunized due to **medical contraindications**, documentation from your physician must be presented in lieu of an immunization record. If your child's immunization **records were lost or destroyed**, you must obtain the appropriate exemption form from the Registrar or Receptionist. **The dates and places of immunization must be provided for this to be an acceptable exemption.**

During outbreak situations, pupils with immunization exemptions must be excluded from school as directed by the Health Department. A copy of your child's immunization record or appropriate exemption **must be submitted to the Registrar prior to starting the school year.**

General Information

Faculty

Faculty members are screened and interviewed by the School Administrator and the Vice Principal. The decision to hire a teacher at PCA is based on the individual's testimony, their love for children, academic preparation, personal references, professional certification, professional experience, and commitment to the goals, purposes, philosophy, standards, and mission of PCA.

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. Advance notice is sent home with the student. Permission slips must be signed and returned to the teacher. Students may not go without a signed permission slip. An information slip will be sent to parents prior to each field trip. Parents may be asked to help chaperone and assist in transportation. Students are expected to be respectful and follow school guidelines for acceptable behavior. They must be in dress code unless the teacher informs each parent otherwise via the information slip.

Guidelines For Overnight Trips

1. Students are expected to follow all school rules including those listed in the Student Code of Conduct. In the event that a student is flagrantly disobedient or becomes seriously ill, he/she may be sent back to the school. A school official, or someone appointed by that official, will make arrangements to send the child home. If expenses are involved, the parents will pay them.
2. It is common for students to dress down during overnight trips; however, neatness and modesty should be maintained according to the general guidelines of the dress code. For swimming activities, boys and girls must wear modest bathing suits. For boys, boxer type suits are acceptable; girls must wear one-piece suits.
3. Chaperones may discipline students during the trip for minor infractions. These violations do not have to be reported to the school. If the violation appears to be of a more serious nature, a chaperone may call an administrator for advice. Disciplinary action may be taken against the student when he/she returns from the trip.
4. Under no circumstances will boys be in girl's rooms or vice-versa unless an adult chaperone is present in the room for a time of devotions or a team meeting. Chaperones will establish a curfew and check each room at night to make sure all students are present. After curfew, members of the opposite sex cannot visit each other's rooms.

Chapel

Chapel services are held regularly for all students by school division and are conducted by the staff. Each service gives opportunity for worship through Scripture, singing, prayer and praise, and may include plays, puppets, and the like. Parents are welcome and are encouraged to attend.

Supplies

Parents are responsible for obtaining their child's classroom and activity supplies. Supply lists for every day materials can be obtained online and via the Main Office.

Library

Students are encouraged to use the resources of the library. Books may be checked out through the librarian. Students are asked to make careful use of all library materials and to return them promptly. At the end of each nine-week period, all overdue books must be returned. There is a charge for overdue books, and lost books are to be replaced.

School Offices

The school offices are important parts of our school. Please feel free to consult our administrators and office staff on any matters of concern. *Campus office hours are from 7:45 a.m. to 4:00 p.m.*

Messages and Deliveries

Messages and deliveries from home are relayed through the receptionist and the Main Office. They are to be kept to a minimum. Calls should be made in the morning if at all possible as messages are delivered to students during lunch. Students **may not** order out lunch and have it delivered unless *there is administrative approval in advance*.

Visitors

Persons on campus other than registered students, their parents, faculty, staff or board members must obtain a pass from the receptionist permitting visitation. Parents desiring to observe their child's class must give twenty-four (24) hours advance notice of their intent to visit and obtain permission from the Vice Principal.

Teachers are within their realm of authority to request and obtain notification from the visitor stating that the visitor has permission to be on campus. Teachers are also within the realm of their authority to direct non-authorized individuals away from the campus. Teachers are to notify the administration of any misconduct by visitors. Friends who wish to visit the school and attend classes may do so only if they are prospective students.

Visiting just for the sake of visiting is not permitted.

In order to visit, students must:

- (1) Receive permission in advance from the school administration,
- (2) Bring a note from their parents, and
- (3) Obtain a visitor's pass from the receptionist when arriving on campus. The pass must be shown to the teacher of each class the visitor attends.

Fire Drills

These periodic drills are serious exercises requiring total cooperation. They will be conducted as required by the Prince George's County Fire Department.

Emergency Drills

As a result of 9/11, the sniper incident of 2002, and other possible threats, periodic emergency drills will be conducted. As with fire drills, students will be expected to exit to designated areas in a quiet and orderly fashion.

Student Automobiles

Students wishing to drive to school are required to register their vehicles and provide written permission from their parents. Drivers are expected to obey the rules that apply to bringing a vehicle on campus. Cars are off-limits during the school day. The administration reserves the right to withdraw this privilege if it is abused.

Illness

Students, who become ill during the school day, are to report to the health room after having obtained permission from a teacher. Students abusing this privilege will be required to obtain permission from the Vice Principal before going to the health room.

Health Services

PCA is able to provide limited health services. In the case of an accident, the school provides only the basic kinds of first aid. The school is not permitted to administer any medication during the day unless written permission from a physician and/or parent is on file in the Health Room on the first floor. All medication is to be left at the health room by the parent. All prescription medicine will require a Physician's Medication Form that can be obtained from the Receptionist or Registrar. Each RX needs a prescription label attached.

Parents are required to provide the school with their home and work telephone numbers so they can be contacted immediately in case of emergency. Please notify the school office of any change in telephone numbers, address, name of doctor, name and phone number of a friend to call in emergency.

We ask that parents wait twenty-four (24) hours from the break of a fever before returning their child to school. A list of communicable diseases and their exclusion times from school can be obtained from the Vice Principal. If county personnel comes to PCA for vision and hearing tests during the school year, parents will be notified of any irregularities and if corrective measures need to be taken.

Lockers

As PCA provides lockers they are/will be for the convenience of middle school and high school students. Lockers are not to be viewed as their private property. Students should not give their locker combinations to other students. The Main Office will not release the combination of any lock to any student other than the individual to whom the locker has been issued. Parents should keep a copy of their child's locker combination in case they need to gain access to his/her locker.

PCA assumes no liability for materials, including textbooks and other school or personal items, lost, damaged, or stolen from lockers. Students are advised that valuable items should not be stored in lockers at any time. Students are not permitted to bring their book bags to class. Ample time is given between classes to get books for the next class.

Lost and Found

Lost and found articles will be stored in boxes. Periodically, unclaimed items will be given to a local charity.

Lunch

PCA is able to provide hot meals for lunch. Students may purchase lunch from the cafeteria or bring lunch from home. Students may also purchase snacks and drinks from the cafeteria at lunchtime.

Students are not permitted to leave campus at lunch or order food for delivery during lunch.

Secondary School Lunch Rules

A. Day-to-Day Procedures

1. All students must report to the lunchroom on time each day and stay until dismissal time. Any students wishing to sign out should check for notices or announcements pertaining to them before signing out.
2. As students arrive, they will wait to be called before entering the line
3. Students wishing to visit with teachers must have a pass from the sponsoring teacher prior to signing out.
4. Students will be allowed to sign out to go to the restrooms, and in the case of extreme emergency, the telephone. No one will be permitted to sign out during the first or last 5 minutes of lunch.
5. Warnings will be given when students fail to show up at lunch, fail to arrive on time, fail to sign out, or fail to sign back in after signing out. Detentions will be issued for multiple infractions of lunchroom rules and procedures.

B. General Rules

1. Students are expected to stay seated and talk quietly while eating.
2. Students may get up to buy food, throw out trash, sign out, etc.
3. Trash shall be disposed of in trash receptacles; soda cans should be placed in recycling bins.
4. Students should not sit on tables, throw trash across the rooms, or leave during the last five minutes of lunch.

C. Clean-Up Procedures

1. The teachers on duty will check the tables and floor during the last five minutes.
2. Students will pick up and throw away any remaining trash at this time.
3. When all tables are clean, the teacher on duty will dismiss students by classes no more than one minute before the bell rings.
5. If students don't clean their tables, they will be kept in the lunchroom after the dismissal time from lunch and required to stay until their area is clean.
6. No food or beverages are to be taken from the cafeteria.

Follow-up Procedures

1. After warning students about inappropriate behavior, the teacher in charge may issue after school detentions to students who violate the rules.
2. Problem students will be reported to the Vice Principal.

Birthdays (Elementary School, Middle School)

A treat, such as cupcakes, may be sent to school as a celebration of your child's birthday. Please check with the teacher in advance to arrange for a convenient date and time.

Parent Night

In September, "Back-to-School Night" is held. This evening is designed to give parents an overview of their child's academic program for the school year. General questions will be answered. Individual conferences may be arranged for a time other than this occasion.

Parental Custody and Non-Custody

The guidelines regarding parental custody call for all school records and/or related information to be shared with the parent designated as custodian by a separation agreement or court order. A copy of current legal custody documentation must be on file in the Vice Principal's Office. The non-custodial parent has the right to review student records and be informed about the student's educational progress, if so designated by the court agreement. The non-custodial parent, however, may not visit the child in school or take the child from the school unless a court order or written consent of the custodial parent stipulates otherwise. Any changes in custody arrangements are to be communicated to the school as soon as the order is valid. Copies of court documentation are to remain on file at the school.

School Pictures

Pictures are taken shortly after school begins. Details and procedures are sent home prior to the scheduled sitting. Class pictures are normally taken in the spring.

Telephone Use

Office telephones are available for student use in the event of a cancellation of a school event and to return parent calls.

Valuables

Students are discouraged from bringing large amounts of money and other valuables to school unless they are turned into the school office upon arrival in the morning. Purses should not be left unattended in the halls, classrooms, or bathrooms.

Academic Programs

The academic program at PCA is designed to honor God and respond to individual needs. In pursuing and meeting these goals, there are definitive efforts to integrate the Christian faith with the learning process in each classroom and activity, and to challenge each student's capacity through advanced and independent work.

In the elementary school and the early grades of the middle school, the program is skill-oriented with increasing opportunities for individual exploration and creativity. In the latter grades of the middle school and in the high school the program is primarily, though not exclusively, college preparatory. College preparatory is interpreted to mean that we offer an academic program, which allows a student, who graduates from PCA, to pursue higher education.

Toward these ends, the faculty has developed a program of study that spans the traditional liberal arts disciplines, including the arts, Bible, history, languages and literature, life and physical sciences, mathematics, computers and physical education. Numerous field trips and student groups involved in such activities as Student Council, Yearbook, Band, choral groups, service projects and athletic teams complement this array of academic pursuits.

Finally, the faculty at PCA works diligently to help students develop a mature Christian faith; one that, together with developed skills, knowledge, judgment, and leadership abilities, will help any student who has passed through our doors become an effective, responsible, caring adult, honoring our Lord in all she/he does. Ideally, each student will have learned how to learn, so that the years beyond PCA will continue the pattern of growing and developing into maturity in Jesus Christ.

Elementary School *K3-Grade 5*

The academic program in the elementary school is designed to provide children with the skills essential for mastering future studies. Since the core of the curriculum is the Bible, it is taught daily along with one chapel program every week. Strong emphasis is placed on language arts and mathematics. Also of importance are science and social studies. Art, music, and physical education are integral parts of the program and are taught by specialists in those fields. Along with a variety of teaching methods, field trips, special programs and projects enhance the academic program. Academic and skill based clubs will be offered after school at an additional cost.

Specials

The elementary program offers classes that are titled "specials". These are elementary music, art, Spanish, computer and physical education. Grades are given for these classes. Behavior and participation in these classes are factored into the overall grade for the class.

Grading Scale for 1st and 2nd Grade/Specials (music, art, Spanish, PE)

V+	98-100	V	93-97	V-	90-92
S+	83-89	S	76-82	S-	70-75
N	60-69	U	59 and below		

Grading

To be consistent and to foster good habits, points will be deducted from papers that are handed in without name or date according to the following grid:

- 1st Grade – 1 point, beginning 3rd Qtr.
- 2nd Grade – 1 point, 1 Qtr.; 2 points, 2nd Qtr.
- 3rd Grade - 3 points
- 4th Grade - 4 points
- 5th Grade – 5 points

Honor Roll (Grades K3-5)

The honor roll is an incentive program that gives recognition for individual academic progress. A listing of honor roll categories follows:

- Highest Honor Roll List: 97 – 100 numerical average with no grade below an 80%.
- High Honor Roll: 90 – 96 numerical average with no grade below a 75%.
- Honor Roll: 85 – 89 numerical average with no grade below a 70 %.

For grades K3-2 only core classes are averaged to determine eligibility. For grades 3-5 core classes and some specials are averaged to determine eligibility.

Promotion and Retention

Students who master skills in the core subject areas will be promoted. Students who do not master skills in one or more of the core subject areas may be retained.

Middle School

Grades 6-8

The following program of studies for students in grades 6, 7 and 8 includes required courses that build on the foundation of knowledge, skills and study habits developed in the elementary school. This program is designed to prepare our students for a rigorous academic program in the high school.

Middle School Overview

Following are the courses available to middle school students at PCA.

Course Title	Core/ Elective	Credit Load	Grades Open to * Pre-Requisite	Semester/ Yearlong
Aerobics	E	.5	6-8 * Physical Education	Fall
Algebra I	C	1	8-12 * Pl. Test or Math7	Yearlong
American Sign Language I	C/E	1	7-12	Yearlong
American Sign Language II	C/E	1	7-12 * ASL I	Yearlong
Art I	C	.5	6	Fall
Art II	E	.5	7-8 * Art I	Spring
Art III	E	.5	8 * Art I and II	Spring
Band I – Beginner MS	E	1	6-8	Yearlong
Band II – Intermediate MS	E	1	6-8 *Band I; 1 yr. Exp.; aud	Yearlong
Band III – Advanced MS	E	1	6-8 * Band II; 2yr. Exp., aud	Yearlong
Bible I – Intro to Christianity	C	1	6	Yearlong
Bible II – Living a Saved Life	C	1	7	Yearlong
Chorus I – Beginner MS	E	1	6-8	Yearlong
Chorus II – Intermediate MS	E	1	6-8 * Chorus I; 1 yr. Exp., or aud.	Yearlong
Chorus III – Advanced MS	E	1	6-8 * Chorus II; 2 yr. Exp. or aud.	Yearlong
Communication I	C	.5	8	Spring
Dance I	E	.5	6-8 * Physical Education	Fall
Drama I	E	.5	7-8	Fall/Spring
Drama I	E	.5	7-8	Fall/Spring
English/Literature 6	C	1	6	Yearlong
English/Literature 7	C	1	7	Yearlong
English/Literature 8	C	1	8	Yearlong
Foreign Language Exploratory	C	1	6	Yearlong
French I	C/E	1	7-12	Yearlong
French II	C/E	1	7-12 * French I	Yearlong
Fun with Math	E	.5	7	Fall/Spring
Fun with Science	E	.5	8	Fall/Spring
Geometry	C	1	Algebra I or Placement Test	Yearlong
Health for Middle Schoolers	C	.5	6	Fall
History 6	C	1	6	Yearlong
History 7	C	1	7	Yearlong
History 8	C	1	8	Yearlong
Introduction to Computers – MS	C	.5	6-8	Fall
Latin I	C/E	1	7-12	Yearlong
Latin II	C/E	1	7-12	Yearlong

Course Title	Core/ Elective	Credit Load	Grades Open to * Pre-Requisite	Semester/ Yearlong
Math 6	C	1	6	Yearlong
Math 7	C	1	7	Yearlong
Math 8	C	1	8	Yearlong
New Media Applications	E	.5	6-8 * Intro to Computers	Spring
Personal and Community Health I	C	.5	6* Health for Middle Schoolers	Spring
Physical Education – MS	C	.5	6-8	Fall/Spring
Pre-Algebra	C	1	8-9	Yearlong
PSAT Prep	C	.5	7-8 * Research and Writing I	Fall/Spring
Purpose Driven Teen	C	.5	8 * Bible I and Bible II	Yearlong
Research, Writing, and Presentation I	C	.5	7-8	Fall/Spring
Science 6	C	1	6	Yearlong
Science 7	C	1	7	Yearlong
Science 8	C	1	8	Yearlong
Spanish I	C/E	1	7-12	Yearlong
Spanish II	C/E	1	7-12 * Spanish I	Yearlong
Study Skills I – MS	C	.5	6	Yearlong
Study Skills II – MS	C	.5	7 * Study Skills I	Yearlong
Team Sports I – Volleyball	E	.25	6-8 * Physical Education	Fall
Team Sports II – Flag Football	E	.25	6-8 * Physical Education	Fall
Team Sports III – Basketball	E	.5	6-8 * Physical Education	Spring
Team Sports IV – Softball	E	.5	6-8 * Physical Education	Spring
Typing I	E	.5	6-8	Fall/Spring
Typing II	E	.5	6-8 * Typing I	Fall/Spring
Young Christian Literature I	E	.5	7	Fall
Young Christian Literature II	E	.5	7 * Young Christian Lit I	Spring
Young Christian Literature III	E	.5	8 * Young Christian Lit II	Fall
Young Christian Literature IV	E	.5	8* Young Christian Lit III	Spring

Electives will be offered on a yearly basis according to the availability of our staff.

High school courses taken in the middle school, such as Algebra I and Spanish I, will be noted on the student's high school transcript and students will receive a credit if they meet the grading requirements of the high school.

Required Courses and Electives for Grades 6 through 8

All middle school students will take the courses listed below with a choice of electives each year.

Grade 6	Grade 7	Grade 8
Bible I	Bible II	Purpose Driven Teen
English/Literature 6	English/Literature 7	English/Literature 8
Math 6	Math 7	Math 8, Pre-Algebra, Algebra, or Geometry
Science 6	Science 7	Science 8
History 6	History 7	History 8
Foreign Language Exploratory	Spanish I, Latin I, American Sign Language I, or French I	Spanish II, Latin II, American Sign Language II, or French II
Study Skills I	Study Skills II	Study Hall
Band or Chorus – Levels I, II, or III	Band or Chorus – Levels II or III	Band or Chorus – Levels II or III
Health for Middle Schoolers	Fun with Math	Fun with Science
Personal and Community Health	Typing I	Typing II
Art I and Art II	Study Hall	Research, Writing, and Presentation I
Intro to Computer and Typing I	Art II	Art III
Physical Education	Team Sports – I and II or III and IV; or Dance I and II; or Aerobics	Team Sports – I and II or III and IV; or Dance I and II; or Aerobics
Team Sports – I and II or III and IV; Dance I and II; or Aerobics	Young Christian Literature I and II	Young Christian Literature III and IV
Study Hall	New Media Applications	Communication 8

High School Grades 9-12

The high school program at PCA is college preparatory. Therefore, regardless of the series of courses students take they will be able to pursue higher education opportunities upon graduation if they so choose. The goal is for 100% of PCA graduates to be prepared to attend the college of their choice, the college they believe God wants them to attend.

While enrolled at PCA, many of our students are engaged in a variety of extra-curricular activities. These include athletics, ministries, music, the arts, and more. Following are the current course offerings for students in grades 9-12.

Course Title	Core/ Elective	Credit Load	Grades Open to * Pre-Requisite	Semester/ Yearlong
Aerobics	E	.5	9-12; Physical Education	Fall
African American Studies	C/E	.5	10-12; LSN Government	Fall
Algebra I	C	1	9-10 * Placement Test or Math 8	Yearlong
Algebra II	C	1	Algebra I and Geometry	Yearlong
American Literature	C	1	10	Yearlong
American Sign Language I	C/E	1	9-12	Yearlong
American Sign Language II	E	1	9-12 * ASL I	Yearlong
Anthropology	E	.5	10-12* LSN Government	Fall
Art History	C	.5	9-12	Fall
Art III	C	.5	10-12*Art History	Spring
Art IV	E	.5	9-12 * Art History	Spring
Band I – Beginner HS	E	1	9-12	Yearlong
Band II – Intermediate HS	E	1	9-12 * Band I or 1yr. Exp.	Yearlong
Band III – Advanced HS	E	1	9-12 * Band II or 2yrs. Exp.	Yearlong
Bio-Chemistry	E	1	9-12 * Chemistry	Yearlong
Biology	C	1	9-12 * Earth Science	Yearlong
British Literature	C	1	12	Yearlong
Calculus	C	1	Algebra I, Geometry, Algebra II and Pre-Calculus	Yearlong
Chemistry	C	1	10-12 * Earth Science, Biology, and Algebra	Yearlong
Child Development I	E	.5	11-12 *Intro to Child Dev.	Fall
Child Development II	E	.5	11-12* Child Dev. I	
Child Development III	E	.5	12 * Child Dev. II	
Chorus I – Advanced – HS	E	1	9-12	Yearlong
Chorus II – Beginner - HS	E	1	9-12 * Chorus I or 1yr. Exp.	Yearlong
Chorus III – Intermediate – HS	E	1	9-12 * Chorus II or 2yrs. Exp.	Yearlong
Christian High Online	E	1-4	11-12 * CHO Req.	Fall/Spring
Christian Literature I	E	.5	10-12	Fall
Christian Literature II	E	.5	10-12 * Christian Literature I	Spring
Communication II	C	.5	9-10 * Study Skills I, Study Skills II, and Research, Writing, and Presentation II	Spring

Course Title	Core/ Elective	Credit Load	Grades Open to * Pre-Requisite	Semester/ Yearlong
Computer II	C	.5	9-12 * Intro to Computers	Spring
Cultural Studies	E	.5	10-12	Spring
Dance I	E	.5	9-12	Fall/Spring
Dance II	E	.5	9-12	Fall/Spring
Drama I	E	.5	9-12	Fall/Spring
Drama II	E	.5	9-12	Fall/Spring
Driver's Ed	E	.5	11-12	Spring
Dual Enrollment	E	1-4	12 * Admissions Req.	Fall/Spring
Earth Science	C	1	9	Yearlong
Effective Witnessing Techniques	C	.5	9-12	Fall
English 9/Grammar, Comp, and Lit.	C	1	9	Yearlong
Entrepreneurship	E	.5	10-12 * Algebra I	Fall
Externship	E	2	12	Yearlong
French I	C/E	1	9-12	Yearlong
French II	C/E	1	9-12 * French I	Yearlong
Geography	C	1	10	Yearlong
Geometry	C	1	Algebra I	Yearlong
Health for High Schoolers	C	.5	9	Fall
Intro to Child Development	E	.5	10-12	Fall
Intro to Economics	E	.5	9-12 * Algebra I	
Intro to Journalism	E	.5	9-12 * Research, Writing, and Presentation II	
Introduction to Computers	C	.5	9-12	Fall
Latin I	C/E	1	9-12	Yearlong
Latin II	C/E	1	9-12 * Latin I	Yearlong
Life Skills	E	1	9-12	Fall
Literary Magazine	C	.5	10-12	Yearlong
Local, State, and National Government	C	1	9	Yearlong
Mass Media and Society	C	.5	9-12	Spring
Math in the Real World	E	.5	9-12 * Algebra I	Fall
Men of the Bible	C	.5	9-12 * OT Survey	Fall
Multimedia I	E	.5	9-10	Fall
Multimedia II	E	.5	11-12 * Multimedia I	Spring
Music Appreciation	C	.5	9-12	Fall
New Media Applications	E	.5	9-12 * Intro to Computers and Typing I	
New Testament Survey	C	1	10	Yearlong
Newspaper	E	1	11-12 * Research, Writing, and Presentation II	Yearlong
Old Testament Survey	C	1	9	Yearlong
Physical Education	C	.5	9	Fall
Physics	C	1	9-12	Yearlong
Physics of Light and Color	E	.5	10-12 * Earth Science	Spring

Course Title	Core/ Elective	Credit Load	Grades Open to * Pre-Requisite	Semester/ Yearlong
Pre-Algebra	C	1	9-10	Yearlong
Pre-Calculus	C	1	Algebra I, Geometry, and Algebra II	Yearlong
Principles of Accounting	E	.5	11-12 * Algebra I	Spring
Psychology	E	.5	11-12	Spring
Purpose Driven Life	E	.5	10-12	Spring
Research, Writing, and Presentation II	C	.5	10-12	Fall
SAT Prep	C	.5	11-12 * Study Skills I Study Skills and II	Spring
Social-Political Issues	E	.5	10-12* Sociology	Spring
Sociology	E	.5	10-12 * LSN, World History, and US History	Spring
Spanish I	C/E	1	9-12	Yearlong
Spanish II	C/E	1	9-12 * Spanish I	Yearlong
Spanish III	E	1	9-12 * Spanish I and II	Yearlong
Spanish IV	E	1	9-12 * Spanish I, II, and III	Yearlong
Student Aide I	E	.5	11-12	Fall
Student Aide II	E	.5	12 * Student Aide I	Spring
Student Govt. Association I	E	1	9-12	Yearlong
Student Govt. Association II	E	1	10-12 * SGA I or Election	Yearlong
Student Govt. Association III	E	1	11-12 * SGA II or Election	Yearlong
Student Govt. Association IV	E	1	12 * SGA III or Election	Yearlong
Study Skills I	C	1	9	Yearlong
Study Skills II	C	1	10 * Study Skills I	Yearlong
Team Sports I – Volleyball	E	.25	9-12 * Physical Education	Fall I
Team Sports II – Flag Football	E	.25	9-12 * Physical Education	Fall II
Team Sports III – Basketball	E	.25	9-12 * Physical Education	Spring I
Team Sports IV – Softball	E	.25	9-12 * Physical Education	Spring II
Typing I	E	.5	9-12 * Intro to Computers	Fall
Typing II	E	.5	9-12 * Typing I	Spring
Women of the Bible	C	.5	9-12 * Old Testament Survey and New testament Survey	Spring
Women’s Studies	C/E	.5	10-12	Spring
World History	C	1	11	Yearlong
World Literature	C	1	11	Yearlong

Beginning with the 2006-2007 academic year, high school students at PCA are also required to complete 100 service hours during their four (4) year high school career. Hours earned during middle school can be carried over and hours may be pro-rated for students who transfer into the school.

Please note: students will not receive a diploma until all service hours have been completed.

Suggested Service Hour Fulfillment

Freshmen year =	20 hours	Sophomore year =	25 hours
Junior Year =	25 hours	Senior year =	30 hours

High School Academic Program Graduation Requirements

In order to obtain a high school diploma from Progressive Christian Academy, students must:

- A. Complete 4 credits of Bible,
- B. Complete 4 credits of science,
- C. Complete 4 credits of history,
- D. Complete 4 credits of English,
- E. Complete 4 credits of math,
- F. Complete 2 credits of foreign language,
- G. Complete 1 credit of physical education (basic fitness and one other elective course),
- H. Complete 5 credit of Basic Health,
- I. Complete .5 credit of Personal and Community Health,
- J. Complete 1 credit of fine art history (art history and music appreciation),
- K. Complete 1 credit of fine art performance (band, chorus, or drama),
- L. Complete 2 credits of technology (Introduction to Computers, Typing, New Media Applications, and media),
- M. Complete 1 credits of research, writing and presentation,
- N. Complete .5 credits of communication,
- O. Complete 1 credit of academic assessment preparation (Study Skills and SAT Prep),
- P. Complete 14 credits of electives,
- Q. Complete 100 hours of community service, and
- R. Pass all courses with a grade of C- (70) or higher

Academic Information

Grading Individual Progress

Report cards are issued four times a year. Interim progress reports are issued midway through the grading period to report deficiencies, to give updates on behavior and to suggest ways parents can help.

The report card grading standard for students in grades six through twelve is noted below:

A+	98-100	A	93-97	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	59 and below (failing)				

Parent/teacher conferences are held at the close of the first marking period and any other time during the year when needed. Elementary School students accompany parents to fall conferences.

Student transcripts reflect a numerical average and/or final grades earned for each course. Also, the number of credits earned are listed.

Withdrawal from a Class

1. A withdrawal before the conclusion of the first two weeks of school will not be recorded.
2. Students dropping a course after the first two weeks of school will receive “Withdrawn Passing” (WP) or “Withdrawn Failing” (WF). This will be reflected on their cumulative numerical average for class ranking purposes. Students may not drop a course after the first interim progress reports are issued (approximately 4 ½ weeks into the year).
3. Partial credit will not be granted for any course not completed.

Course Changes

Requests to add or drop a course will be considered on an individual basis. Students may not drop a course without parental agreement. Course changes, requested by the student after the first two weeks of school, will not normally be granted. ***Course changes may take place during the academic quarter only with teacher recommendation and approval of the Vice Principal.***

Exams

Semester examinations are given to all students taking academic courses for credit in grades 6-12. The Vice Principal may exempt students in grades 6 - 8 from taking exams for non-credit/non-core courses. Final examinations are given to students in grades 6-12.

Promotion Policy

To be promoted to the next grade or move on to a higher-level subject, students in grades 6-12 must demonstrate satisfactory progress in the major subject areas. For example: an unsatisfactory final grade in eighth grade math disqualifies students from taking Algebra I.

A student in grades 6-12, who fails a core subject with a grade of lower than 60%, must repeat the course if it is required for promotion and/or graduation. Students in grades 6-12 with a grade in the 60%-69% range may receive a passing grade if the subject is successfully repeated in a summer school program approved by PCA. High school transcripts reflect both the original course taken and the course(s) taken in summer school. The combination of both courses must equal a passing grade in order to pass and/or receive credit.

More On Graduation Requirements

In any situation where students in grades 9-12 are credit deficient, lost credit must be restored prior to advancing in class standing and graduation.

Transcripts

Each senior, upon graduation, will receive two free transcripts. In addition, the school will send an official transcript to the college(s) to which the student has applied. After graduation, additional transcripts can be acquired for a fee of \$5.00.

Textbooks

Students are provided hardback books for use during the school year. Unless purchased by parents, these books are to be returned at the conclusion of the school year. Some soft-back workbooks that students write in are disposable and are kept by the student. To cover the cost of replacing outdated and worn out books, parents pay a “book rental fee” when they register their students for school. Students that lose books will pay for their replacements.

Each student needs to have a Bible at school. The New International Version (NIV) has been chosen as the translation used in all Bible classes for study, quotations and memorization.

Guidance

Few resources a Christian school can offer are more important than frequent personal guidance from an advisor of mature spiritual and academic judgment. PCA feels a special responsibility to each of its students to help build Christian character, to help solve academic and spiritual problems and to help students make wise choices through a planned approach to college, vocational, and career choices.

Honor Roll (Grades 6-12)

The honor roll is an incentive program that gives recognition for individual academic progress. A listing of honor roll categories follows:

- Highest Honor Roll List: 97 – 100 numerical average with no grade below an 80%.
- High Honor Roll: 90 – 96 numerical average with no grade below a 75%.
- Honor Roll: 85 – 89 numerical average with no grade below a 70 %.

All classes are averaged to determine eligibility.

Honors Program

PCA has established an Honors Program to recognize students who have excelled academically and spiritually.

This program is broken into three divisions:

- **Director's Honor Roll** - students must maintain Christian character and a 4.0 (all A's) average and excellent or satisfactory conduct.
- **High Honor Roll** - students must maintain Christian character and a 3.5 - 3.9 and excellent or satisfactory conduct.
- **Honor Roll** - students must maintain Christian character and a Grade Point Average of 3.0 to 3.4 and excellent or satisfactory conduct.

Once inducted, failure to maintain an A or B average, inappropriate conduct, and/or excessive visits to the office for disciplinary reasons can result in probation or dismissal from these Honors Programs. Students who fall into this category will not receive Honor Roll Awards. If a student receives a NI or U in conduct this will prohibit the student from participating in the Honors Program.

Valedictorian Requirements

Being declared a Valedictorian is an honor that is bestowed upon one senior at the conclusion of each senior year. It is one of the highest academic honors PCA bestows on a student. For students wanting to earn this recognition, they need to make note of the following information as they begin the course selection process:

Students must attend PCA for three (3) years of high school and must attend 12th grade at PCA. Students transferring into PCA at grades 11 and 12 **will not** be considered for Valedictorian. The Valedictorian will be chosen following the mid-point of the fourth (4th) quarter. For the purpose of assigning class rank and choosing the Valedictorian, each senior's class rank will be calculated to within two decimal places of their numeric averages. In the event of a tie, students will share the class rank and the honor of being Valedictorian. Home-schooled students will not be considered for Valedictorian. The student with the highest numerical average is selected as Valedictorian.

Academic Probation Policy

Purpose

The purpose of academic probation is two-fold. First, it gives a student experiencing academic difficulty a chance to improve. Second, it warns the student and their parents of the possibility of non-continuance at PCA if the student's grades do not improve.

Students are placed on probation because of the following:

1. Previous records of below average academic achievement, i.e., a GPA of less than 2.0 or 70% for the prior school year.
2. All new students will be placed on academic probation for a minimum of one quarter
3. Two consecutive quarters with one grade below 70%
4. Student's GPA for the current school year drops below a 70%
5. At the end of a quarter the student has two failing grades.

Length of probation

At the end of each quarter, the report card of a probationary student will be reviewed. If the student is passing all subjects at the conclusion of the previous grading period, he/she will be removed from academic probation. A student may be recommended for dismissal if he/she is not passing all classes after the completion of two academic quarters.

Limits of probation

Academic probation beyond two consecutive grading periods requires approval from an administrative committee consisting of the Vice Principal and the School Administrator. If this committee does not approve a third grading period of academic probation, the student will be withdrawn from school.

How summer school affects probation

The passing of summer school classes, to make up deficits for the previous school year, will not remove a student from academic probation. A student may be removed from academic probation only after passing all classes in a grading period, with no grade below a "C".

National Honor Society (Grades 10-12) **National Junior Honor Society (Grades 7-9)**

The following guidelines have been adopted from the “Selection Procedures” section of the *National Honor Society Manual*.

For many students, selection to the National Honor society is the highlight of their achievements in school. This honor is the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

Selection to NHS is a privilege, not a right. NHS is more than just an honor roll; therefore, membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. Students do not apply for membership; instead, membership is granted only to those students selected by a faculty council in each school.

Selection Procedure

1. As a minimum requirement, students must have an 85% overall average and a 90% average in all classes for two consecutive quarters.
2. A faculty committee will consider each applicant’s character, leadership, lifestyle and service. Staff members, who have in-school contact with eligible students, will be asked to evaluate each student.
3. The following guidelines provide detail that defines the areas in which students must qualify:

Leadership

The student who exercises leadership:

- a. Is resourceful in assessing problems, applying principles, and making suggestions toward possible solutions.
- b. Demonstrates leadership in promoting school activities.
- c. Exercises influence on peers in upholding school ideals.
- d. Contributes ideas that improve the civic life of the school.
- e. Is able to delegate responsibilities.
- f. Exemplifies positive attitudes.
- g. Inspires positive behavior in others.
- h. Demonstrates academic initiative.
- i. Successfully holds school office or positions of responsibility, conducts business efficiently, and is reliable and dependable without prodding.
- j. Demonstrates leadership in the classroom, at work and in school activities.
- k. Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

- a) Is willing to uphold scholarship and maintain a loyal school attitude.
- b) Participates in some outside activity, i.e., Girl Scouts, Boy Scouts, church groups, and volunteer services.
- c) Volunteers, are dependable and well organized, are gladly available, and are willing to sacrifice to offer assistance.
- d) Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- e) Is willing to represent the class or school in inter-class and interscholastic competition.
- f) Does committee and staff work without complaining.
- g) Shows courtesy by assisting visitors, teachers and students.
- h) Cheerfully and enthusiastically renders requested service to the school.
- i) Mentors persons in the community or students at other schools.
- j) Submits written documentation of service hours according to the following guidelines:

Character

The student of character:

- a) Takes criticism willingly and accepts recommendations graciously.
- b) Constantly exemplifies the desirable qualities of personality, i.e., cheerfulness, friendliness, poise and stability.
- c) Upholds Biblical principles of morality and ethics.
- d) Cooperates by complying with school regulations concerning the care for property, and behavior in the following areas: cafeteria, hall, chapel, hallway, programs, offices, and the like.
- e) Demonstrates the highest standards of honesty and reliability.
- f) Shows courtesy, concern, and respect for others.
- g) Follows instructions and rules, and is punctual and faithful both inside and outside of the classroom.
- h) Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and attention to studies.
- i) Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- j) Is a positive role model and actively helps to rid the school of bad influences.
- k) Has more “E” than “S” evaluations for behavior on report cards with no “I” or “U” ratings.
 - 1. These evaluations are forwarded to a faculty committee. This committee will forward their recommendations to the supervising administrator and the School Administrator for final review.
 - 2. Students will be notified of their selection to NHS or NJHS following the verification of the final recommendation. Students not selected may ask for a review by the faculty committee. If a review is requested, it should be directed to the NHS or NJHS faculty sponsor.
 - 3. In the spring of the year, an induction ceremony will take place to recognize the students that were selected.

4. Transfer students must notify and present Honor Society credentials or documentation to the appropriate advisor and follow the standards of PCA.

Probation/Expulsion from Honor Society

Students who do not uphold the qualifications for membership may be placed on probation or expelled from the National Honor Society. Students who are expelled may not reapply for admission into the NHS.

Athletics

The philosophy of athletics at PCA includes developing the athletic and spiritual skills of the athlete so that the Lord is in control and directing his/her mind and body. We want our athletes to act and think like Jesus Christ, to possess Christ-like character qualities and to express these qualities openly through organized athletic activity. Students who are members of athletic teams must accept the role of being a leader in the school community. In our society, athletic ability is highly respected and sought after, therefore most members of our student body will automatically respect your position and may wish they possessed the ability to play along with you. Whether or not you have even thought of yourself as a leader, you will in fact attain that status by being part of a team sport.

Our expectations of student leaders are high because we expect this example to not only represent our school, but also to represent Jesus Christ. Team members should make these standards a high priority:

1. Demonstrate a life that is being controlled by the Holy Spirit. Make it a habit to practice a personal devotional life as well maintaining a personal relationship with Jesus Christ.
2. Demonstrate respect for team members, coaches, officials, competitors, teachers, and spectators.
3. Demonstrate responsibility in caring for their bodies, for use of appropriate language, and the use of school facilities and equipment.
4. Demonstrate the ability to commit to team standards, to promote a positive team spirit, and maintain a standard of excellence in the classroom.
5. Attend school regularly, follow school rules, and work at being a scholar. Regular school attendance is required on the day of a game in order to play.
6. Promote good health by refraining from use of tobacco, alcohol, or other non-prescription drugs at all times
7. Travel to away games and back with the team on provided transportation
8. Abide by dress standards set by the coach/Athletic Coordinator.
9. Abide by all standards as set forth by the Athletic Coordinator.

Early Dismissal From School On Game Day

Teams are occasionally dismissed before the end of the school day for athletic events. Athletes are responsible for all schoolwork missed. Early dismissals will be known in advance to allow the athlete the opportunity to see their teacher prior to leaving.

Eligibility

Student athletes must maintain a high standard of learning and classroom performance. Participation in sports is considered to be a privilege for those who can maintain their classroom performance. To ensure that student athletes are putting their class work first, students are ineligible if they have an overall grade average lower than a "C".

Fees

All students participating in athletics will pay an athletic fee per student per sport. All athletic fees are nonrefundable.

Eligibility For Athletics and Other Extra-Curricular Activities

Students participating in sports may only play for one school team per season. The goal is to build team unity and acquire the necessary skills to be competitive with opposing teams. Scripture teaches that “whatever you do, do it heartily, as to the Lord, and not to men” (Colossians 3:23). This passage encourages us to do our best; however, students cannot do their best for one team if their loyalties may be divided

In addition to the possibility of divided loyalty, students must have sufficient time at home to complete their schoolwork. Additional practices and games for a second team may interfere with the ability of some students to keep up their grade point average.

This policy does not prohibit students from playing on community teams (AAU, military base teams, or boy’s and girl’s clubs); however, students should not miss PCA games or practices to participate in non-school athletic events. Parents should keep in mind the pressures, time constraints, and grade requirements if they consider allowing their children to play on non-school teams.

In order for a student to participate in any sport they must secure permission to participate in the sport from their physician. Parents must agree not to hold the school liable for injuries received in volunteer activities. Also, they must be willing to grant permission to the school to provide appropriate medical care to their student in case of emergency.

Parents are responsible for having children picked up promptly after practices and/or games, performances and the like. Failure to comply may jeopardize their child's participation.

Guidelines For Eligibility

1. A student must maintain an overall academic average of 70%.
2. No "F's" (grades under 60%) can be present on a student's **report card**.
3. The student that receives an "F" (grade under 60%) on a **progress report**, but still received a 70% average overall, may not participate in extra curricular activities. The student is on probation and must obtain weekly grade averages in all classes until report cards are issued. When the weekly average sheets indicate that the deficit grades have improved to a "70%", the student may participate in their extra-curricular activity.
4. An ineligible student may not travel with their extra-curricular group.
5. *Eligibility*: A student participating in extra-curricular activities is reviewed for eligibility each time progress reports are issued (4½ weeks) and each time report cards are issued (9 weeks).
6. Students receiving a "U" behavior grade on their report card are ineligible.
7. If a student is suspended, he/she may not practice or participate during the period of suspension.
8. In order to participate in an extra-curricular event, students must be in attendance the entire day of the event, and they are expected to be on time for school the next day. If there is a Saturday event, the student is expected to be in attendance the entire day Friday. Exceptions will be made for legitimate excused absences.
9. Students are to take all belongings with them to their practice/rehearsals/meetings. The school hallways are out of bounds after 3:30 p.m.
10. Ineligibility begins on the Monday following the day students receive notification that they are not meeting the academic requirements for eligibility.

Injuries

Athletes injured during games or practices are required to fill out an accident report within three (3) days of the injury. The accident report must be signed by the coach and be submitted to the Athletic Coordinator. Insurance coverage is the responsibility of the athlete their parents.

Participation

Any student may try out for an athletic team. Attendance is mandatory at tryouts in order to participate. There are no exceptions unless previous arrangements have been made with the coach and approved by the Athletic Coordinator. An Athlete may be added to the squad at the coach's discretion.

Physicals

Physical forms need to be submitted prior to the student participating in any games. Physical forms may be picked up at the office of the Athletic Coordinator. When completed, the forms may be turned in to the coach or the Athletic Coordinator.

Protocol

The athletic department is dedicated to providing the best athletic opportunities for the students at PCA. This objective may be best attained if there is a climate of mutual trust and understanding on the part of the athletic department, coaches, athletes and parents. Following Matthew 18 is the only acceptable method resolving all relational and communication issues.